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"New" KWIC Index To Your Ontario Government Services

1981/82

Ontario

Ministry of Culture and Recreation

Citizens Inquiry Bureau

Hon. Reuben C. Baetz
Minister
Ward Cornell
Deputy Minister

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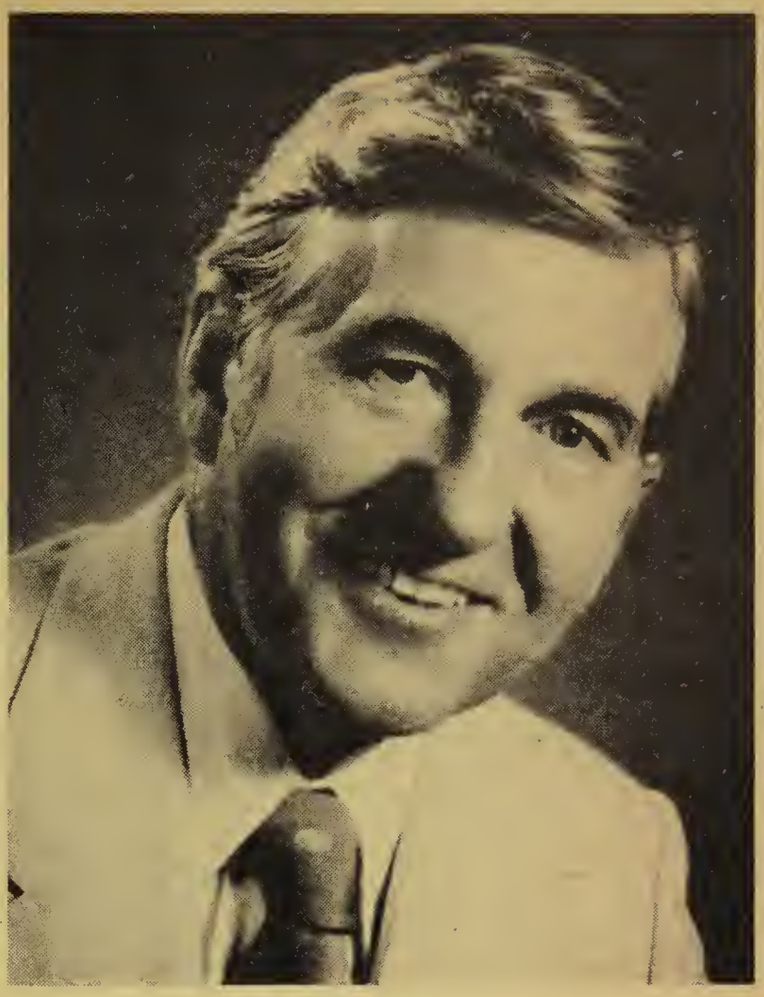
Foreword



The "NEW" KWIC INDEX TO YOUR ONTARIO GOVERNMENT SERVICES is a key tool in the government's information access program. The program exists to improve the way in which the people of Ontario get information about government programs and services.

This edition of KWIC has been greatly revised, using a new format. It contains more information in substantially less space. Programs are described only once but the key word index has been expanded.

I believe this new KWIC will be a more effective reference tool to regular users such as elected officials and their constituency offices, libraries, community information centres and private industry, as well as government employees.

We are grateful to all ministries, agencies and commissions for their co-operation in supplying information about their programs, and to the many users of the previous editions for their useful suggestions. In this edition we have included a questionnaire. After a month or two of using this KWIC, I hope you will fill in the form and return it to the Citizens' Inquiry Bureau. We appreciate your help in keeping KWIC a vital information tool.

Reuben C. Baetz

Hon. Reuben C. Baetz
Minister of Culture and Recreation

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The "New" KWIC Index

The "NEW" KWIC INDEX TO YOUR ONTARIO GOVERNMENT SERVICES has been greatly revised to provide all users across Ontario with an easier-to-use reference to programs and services of the Ontario government in a smaller package.

The new KWIC INDEX consists of two parts: the main body which comprises branch, program and agency descriptions organized by ministry, and the key word index which points the user to the appropriate description in the main body.

To make the KWIC INDEX more useful province-wide, the branch, program and agency descriptions now include information on the roles of the regional and local offices in service and information delivery. The local office addresses are now part of the main body.

To control the thickness of the book, the descriptions are now listed only once under each ministry, according to the ministry's organizational structure, similar to listings in the *Government of Ontario Telephone Directory*. Thus the two publications are companion references. The KWIC INDEX provides program descriptions and more key word access while the *Government of Ontario Telephone Directory* provides listings of employees' names and telephone numbers.

All Ontario residents now have toll-free telephone access to a considerable number of Ontario government services. Where possible, The KWIC INDEX provides information on these toll-free telephone numbers. KWIC INDEX users are reminded that the local public telephone directories across Ontario now have blue pages which list government services by function and ministry name, indicating the local and/or toll-free numbers of the appropriate offices. By using the KWIC INDEX, the *Government of Ontario Telephone Directory* and the local public telephone directory blue pages, all public servants, information providers and citizens of Ontario should be able to find their way to the desired government office.

User Questionnaire

After having used KWIC for a period of time, users are requested to complete the questionnaire printed on the next few pages. User comments and suggestions have always been helpful in our effort to keep the KWIC INDEX a vital and responsive guide to Ontario government information and services.

User Questionnaire
The "New" KWIC Index

I. FORMAT

1. Have you used previous editions of the KWIC INDEX?
   Yes ☐ No ☐
2. If YES, which format do you find easier to use?
   This edition ☐ Previous editions ☐
   Why? _____

II. THE KEY WORD INDEX

1. Is the index: easy to use ☐
   difficult to use ☐
2. Do the sub-topics: provide enough information ☐
   contain too much detail ☐
3. Along with the page number, the index provides the ministry abbreviation and program number, e.g., MTC 1, which we call a program identifier. Did you find this helpful?
   Yes ☐ No ☐
4. (Optional. This is directed to librarians or people with some library training.)
   Because the main body is also maintained as a data base for computerized on-line word searching, key word terms had to be derived from words used in the main body program descriptions. "Concept" indexing is therefore limited and cross-referencing of terms is necessary. Did you find any difficulties using the index as a result of this?
   Yes ☐ No ☐
5. Comments on the index _____

III. THE MAIN BODY

1. Do the descriptions provide enough program information?
   Yes ☐ No ☐
2. Do the descriptions provide enough information on local office functions?
   Yes ☐ No ☐

3. Did you find the listing of local offices in the main body helpful?
   Yes ☐ No ☐
4. The key words and some sub-topic terms are printed in italics to help the user find the appropriate part in the text. Did you find this useful?
   Yes ☐ No ☐
5. Comments on the main-body format _____

_____

_____

IV. KWIC INDEX EFFECTIVENESS

1. How would you rate your success in finding the information you were seeking?
   More than 80% of the time ☐
   Between 60% and 80% of the time ☐
   Between 50%and 60% of the time ☐
   Less than 50% of the time ☐
2. Other general comments on the KWIC INDEX _____

_____

_____

V. Please check the type of organization to which you belong:

1. Branch or agency of the Ontario government:
   in Metro Toronto ☐ outside Metro Toronto ☐
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   in Metro Toronto ☐ outside Metro Toronto ☐
4. Library (please state what kind) _____
5. Federal government department _____
6. Member of Federal Parliament _____
7. Municipal government department _____
8. Other (please state) _____

Thank you very much for taking the time to answer this questionnaire. Please clip it out of the KWIC and mail it to:

Citizens' Inquiry Bureau
Ministry of Culture & Recreation
77 Bloor St. W., 6th Floor
Toronto, Ontario M7A 2R9
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THE ONTARIO GOVERNMENT

The Ontario Government consists of the men and women elected to represent the people of the province in the Legislature together with the public servants who put the legislators' policies into action.

The basic units of the government structure are the ministries such as Education, Health, Environment and Labour, each responsible to a minister in the Cabinet. There are also agencies, boards and commissions, some of which are autonomous bodies that function outside the ministries but, at times, report to the Legislature through a Cabinet Minister. These agencies, boards and commissions are set up as advisory, regulatory, appeal or legal entities and are generally named agencies or boards, advisory committees or councils, corporations, institutes, foundations, tribunals or commissions.

THE CABINET

CABINET — CABINET 1
Legislative Bldg., Room 381
Queen's Park, Toronto M7A 1A1
416-965-1945

The Cabinet, officially called the Executive Council, exercises the executive power of the Ontario government. The Cabinet comprises the Premier, the Provincial Secretaries of the three policy fields, (Justice, Resources Development, Social Development), Ministers directing ministries within these policy fields, the Treasurer and Minister of Economics, the Minister of Intergovernmental Affairs, the Minister of Revenue, the Minister of Government Services, Ministers without portfolio and the Chairman of Management Board. The *Cabinet Office* provides staff support for Cabinet, the Policy & Priorities Board of Cabinet and the Cabinet Committees on Legislation, Justice, Resources Development, Social Development, Confederation and other committees as required. For information on the structure of Cabinet (Executive Council) write to Cabinet Office at the above address.

POLICY AND PRIORITIES BOARD — CABINET 2
Legislative Bldg., Room 381
Queen's Park, Toronto M7A 1A1
416-965-7936

The Policy and Priorities Board of Cabinet brings an over-all perspective to proposals being developed for consideration by the Cabinet and eventually, the Legislature. The Board is chaired by the Premier and includes the Chairman of the Management Board of Cabinet, the Treasurer, the Provincial Secretaries of the three policy fields (Justice, Resources Development, Social Development) and the Minister of Intergovernmental Affairs. For information on the policy fields, see listings under the Secretariat for each Field. For further information on the Policy and Priorities Board of Cabinet the public can write to Secretary of the Policy & Priorities Board at the above address.

MANAGEMENT BOARD OF CABINET

Frost Building South
Toronto M7A 1Z6

MANAGEMENT BOARD OF CABINET

MANAGEMENT BOARD OF CABINET — MB 1

416-965-1772

The Management Board of Cabinet is the Committee of Cabinet comprising a Chairman, a Vice-Chairman and six other members of the Executive Council designated by the Lieutenant-Governor in Council, responsible for coordinating the financial and administrative operations of the government. It officially represents the Government of Ontario as the employer of its public servants.

MANAGEMENT BOARD SECRETARIAT

MANAGEMENT BOARD SECRETARIAT — MB 2

416-965-1772

The Management Board Secretariat provides the staff assistance required by the Management Board of Cabinet. Divisions and branches of the Management Board Secretariat are described in the entries that follow. The Secretariat has an affirmative action program manager who coordinates its affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

MANAGEMENT STANDARDS PROJECT — MB 3

416-965-4173

Management Standards Project is a time-limited project responsible for further improving management in the Ontario Public Service. It will produce and publish a set of principles and standards of management to be used across the Provincial Government. As well it will ensure that training and education programs complement the publication series.

PROGRAMS & ESTIMATES DIVISION

PROGRAMS & ESTIMATES DIVISION — MB 4

416-965-6337

The Programs & Estimates Division makes recommendations to Management Board on resource requirements of ministry programs, general expenditure control and on the implementation of results-oriented work programs. Also provides advice on financial, administrative and program implications of policy proposals and coordinates the preparation of Expenditure Estimates. These functions are carried out by four branches in this Division, focusing on groups of ministries under a policy field: Education and Social Services (965-4411), Justice and General Government (965-5591), Resources Development (965-5193) and Expenditures Policy Branch (965-1715) which coordinates general expenditure policy and services of this Division.

MANAGEMENT POLICY DIVISION

ADMINISTRATIVE POLICY BR MB 5
416-965-3503

The Administrative Policy Branch is responsible for the development of administrative policies within the Ontario government for Management Board approval, with the aim of improving the use of resources and the management process in government. Also monitors and evaluates existing policies and provides advice to Management Board on exemptions from and revisions to existing policies. Determines policy for the *Visual Identity Program* which establishes graphic design standards to bring consistency into the visual communication practices of ministries, agencies, boards and commissions. Each ministry Administrative Services Branch has a visual identity coordinator to implement the program. The Branch is also responsible for the publication and maintenance of the Visual Identity Manual and the *Manual of Administration* (Volume I).

MANAGEMENT TECHNOLOGY BR MB 6
416-965-3681

Management Technology Br develops and monitors specific management policies and techniques which will improve management practices within the Ontario government in the areas of *systems development,* management consulting, data processing, communications services and *records management.* These policies may be found in Volume I of the Manual of Administration. The Branch is also responsible for the maintenance of the Ontario *Government Suppliers Lists* for Management Consulting, Systems Development, and Data Processing Services. Inquiries regarding the purpose and use of these lists as well as registration procedures should be directed to the Suppliers Lists Coordinator of the Branch.

ORGANIZATION POLICY BR MB 7
416-965-2007

Organization Policy Br promotes effective government organization and develops and applies policies to ensure organization consistency and control. Advises Management Board and the ministries on changes to existing organizations and the establishment of new ones. Also advises the ministries on number and nomenclature of executive positions, organizational implications of new policies and programs. Provides advice to Management Board on the role, responsibilities and reporting relationship of agencies in the Ontario government. The Branch also provides advice to Management Board on management policies for the government.

THE POLICY FIELDS

The Ministries and some Agencies, Boards and Commissions are grouped into three common areas of interest called policy fields (Justice, Resources Development and Social Development). Some Ministries performing central-agency services for the whole Ontario government do not fall under a policy field. These are Government Services, Intergovernmental Affairs, Revenue, Treasury and Economics and Civil Service Commission.

The work within a policy field is coordinated by a different kind of Cabinet Minister--the Provincial Secretary. The Provincial Secretaries, supported by small secretariats in each field, are responsible for relating policies and priorities that cut across the traditional lines of departmental organization. This allows ministries and agencies to share problems and coordinate courses of action.

JUSTICE POLICY FIELD

SECRETARIAT FOR JUSTICE CCJ 1
Whitney Block
Toronto M7A 1A2
416-965-2821

The Secretariat for Justice provides analytical *research* support to assist the Cabinet Committee for the Justice Policy Field in coordinating and developing policy. The Justice Committee of Cabinet comprises the Attorney General, the Minister of Consumer and Commercial Relations, the Minister of Correctional Services and the Solicitor General and is chaired by the Provincial Secretary for Justice. The Secretariat has published booklets on shoplifting, impaired driving, vandalism, and exhibitionism, available free from the Ontario Government Bookstore.

RESOURCES DEVELOPMENT POLICY FIELD

SECRETARIAT FOR RESOURCES DEVELOPMENT CCRD 1
Whitney Block
Toronto M7A 1A2
416-965-7790

The Secretariat for Resources Development provides analytical *research* support to assist the Cabinet Committee on Resources Development in coordinating and developing policy. The Resources Committee of Cabinet comprises the Minister of Agriculture and Food, Minister of Energy, Minister of the Environment, Minister of Housing, Minister of Industry and Tourism, Minister of Labour, Minister of Natural Resources, Minister of Northern Affairs and Minister of Transportation and Communications. The Provincial Secretary for Resources Development is responsible for science policy in addition to coordinating the implementation of further development of land use policies. The *Niagara Escarpment Commission* reports to the Government through the Secretary for Resources Development.

The Secretariat participates in the affirmative action program to improve the status of Ontario female employees with the ultimate aim of ensuring equal opportunity for women (965-7708).

NIAGARA ESCARPMENT COMMISSION CCRD 2
232 Guelph St.
Georgetown L7G 4B1
416-877-5191

The *Niagara Escarpment Commission Planning and Development Act* defines the task of the Niagara Escarpment Commission. The Commission is responsible for preparing a proposed plan for the maintenance of the Niagara Escarpment and land in its vicinity, substantially as a continuous natural *environment* and to ensure a balanced future use of the Escarpment lands through interim development control until completion and legislation of the proposed plan. The Proposed Plan for the Niagara Escarpment was released in November, 1979 (copies available on request). The Commission has an audio-visual presentation, a *library* and a drop-in centre. Development permit applications for Dufferin County and Regional Municipalities of Halton and Peel are handled by the Georgetown office (416-877-5191); for the counties of Bruce, Grey and Simcoe, contact the Clarksburg sub-office (519-599-3340); for the Regional Municipalities of Hamilton-Wentworth and Niagara, contact Grimsby (416-945-9235). From Toronto and Brampton call 453-2468.

SOCIAL DEVELOPMENT POLICY FIELD

SECRETARIAT FOR SOCIAL DEVELOPMENT CCSD 1
Whitney Block
Toronto M7A 1A2
416-965-5190

The Secretariat for Social Development provides analytical and *research* support to assist the Provincial Secretary for Social Development and the Cabinet Committee on Social Development in the coordination and development of policy. The Social Development Committee of Cabinet consists of the Minister of Education and Colleges and Universities, Minister of Community and Social Services, Minister of Culture and Recreation and Minister of Health. In addition, the Secretariat coordinates policy on *rehabilitation* services, the implementation of provincial policy on *group homes* and discussion with the public on the state of the *family* in Ontario. Publishes *'Families'*, a quarterly newsletter available in English and French. It also coordinates special projects such as *International Year of Disabled Persons* (1981).

The Secretariat participates in the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women (965-5190).

ADVISORY COUNCIL ON THE PHYSICALLY HANDICAPPED CCSD 2
700 Bay St.
Toronto M5G 1Z6
416-965-9537

The Advisory Council On The Physically Handicapped consists of a chairperson and twenty members appointed by Order in Council. The Council advises the government on matters pertaining to the well-being of physically *disabled* persons in Ontario. Promotes the development and creation of opportunities for self-help. Reviews current relevant policies involving *education, employment, rehabilitation,* income maintenance, *health*

measures, programs on *housing, transportation, recreation, guardianship* and other related services. Council meets monthly. Reports to Legislature through the Provincial Secretary for Social Development. In addition to an annual report, it publishes pamphlets such as 'Who Cares for the Physically Handicapped' and 'Guide for Disabled Drivers in Ontario'.

ADVISORY COUNCIL ON SENIOR CITIZENS CCSD 3
700 Bay St.
Toronto M5G 1Z6
416-965-2324

The Advisory Council on Senior Citizens consists of eighteen members appointed by Order in Council who are regionally representative of major areas in Ontario. Members have both professional and voluntary backgrounds in the field of aging. Council's role is to advise government on ways to improve the quality of life of *senior citizens.* General meetings of all council members are held regularly. The Council reports to the Provincial Secretary for Social Development. The Council produces a quarterly newsletter, *'Especially for Seniors'*, which is sent to Ontario senior citizens who receive the Old Age Security Pension.

ONTARIO STATUS OF WOMEN COUNCIL CCSD 4
700 Bay St.
Toronto M5G 1Z6
416-965-1111

The Ontario Status of Women Council advises the Ontario government, through the Provincial Secretariat for Social Development, on matters pertaining to the status of *women* in Ontario. The Council evaluates and monitors existing legislation, policies and programs related to the needs and status of women; identifies specific areas requiring government attention and recommends legislation and program changes; consults with groups and issues policy statements to stimulate public discussion; responds to requests from the Provincial Secretary for Social Development and the ministries for advice on matters relating to women. Reports annually to the Legislature through the Provincial Secretary for Social Development.

ONTARIO YOUTH SECRETARIAT CCSD 5
700 Bay St.
Toronto M5G 1Z6
416-965-3504

The Ontario Youth Secretariat (OYS) serves *youth* in three ways: information services, *employment* initiatives and special projects. Through publications and seminars conducted for secondary schools and youth service organizations the OYS provides information service on government programs and policies, employment *statistics, job* search techniques, and community services. The OYS has helped launch these youth employment initiatives: the *Experience Program,* the *Ontario Youth Employment Program* and the *Ontario Career Action Program,* all aimed at giving young people work experience to help them get full-time employment. Special projects include sponsorship of *Ontario Career Week* when youth are encouraged to take a closer look at careers. The OYS is also developing the *Ontario Secondary School Cooperative Education Program* which provides high school students with temporary jobs within government. The OYS reports to the Legislature through the Provincial Secretary for Social Development.

ROYAL COMMISSIONS, SPECIAL PURPOSE BODIES & OTHERS

ROYAL COMMISSION ON ASBESTOS COMM 1
180 Dundas St. W., 22nd Flr.
Toronto M5G 1Z8
416-965-1885

The Royal Commission on Matters of Health and Safety Arising from the Use of Asbestos in Ontario was established for these purposes: to investigate all matters relating to *health* and *safety* arising from the use of *asbestos;* to identify the relevant data relating to *diseases* and health hazards of persons exposed to asbestos; to review the present basis for *Workmen's Compensation Board* awards as they relate to occupational health matters affecting workers exposed to asbestos, including rehabilitation programs; to make appropriate recommendations.

ROYAL COMMISSION ON FOOD INDUSTRY DISCOUNTS COMM 2
180 Dundas St. W.
Toronto M5G 1Z8
416-598-0179

The Royal Commission On Discounting and Allowances In The Food Industry In Ontario was established in August, 1978 to inquire into and make recommendations with respect to discounts, allowances, rebates and any other forms of payment made by *food* producers or importers to retail stores, and the effects, if any, of such practices on prices paid to the *farmer* on *agricultural* food items and on prices paid by the consumer on produce or processed food products.

ROYAL COMMISSION ON HEALTH RECORDS COMM 3
180 Dundas St. W., 20th Floor
Toronto M5G 1Z8
416-965-4003

The Royal Commission On Confidentiality Of Health Records in Ontario was established in December, 1977 to review *health* and related legislation and regulations, and administrative processes under such legislation, to determine whether proper protection is given to the rights of persons who have received or who may receive health services, and to preserve the confidentiality of information collected under such legislation.

ROYAL COMMISSION ON THE NORTHERN ENVIRONMENT COMM 4
55 Bloor St. W., Room 801
Toronto M4W 1A5
416-965-9286

The Royal Commission On The Northern Environment was established in July, 1977 to determine the effects of major enterprises north of the 50th parallel on the natural *environment* and social, economic and *cultural* conditions in *northern Ontario;* to investigate the feasibility of alternative uses of natural resources; to suggest ways and means of assessing and deciding on environmental aspects of major enterprises.

ONTARIO MEDAL COMM 5
Legislative Building
Queen's Park, Toronto M7A 1A1
416-965-9121

Three awards were established by the government to recognize outstanding Ontarians. The Ontario Medal for Good *Citizenship* was created to recognize and pay tribute to citizens who, through their selflessness, humanity and kindness, make Ontario a better place to live. The Ontario Medal for *Police Bravery* recognizes acts of superlative courage and bravery performed in the line of duty by members of Ontario's police forces. The Ontario Medal for *Firefighters* Bravery likewise recognizes similar acts performed in the line of duty by members of Ontario's firefighting forces. Advisory councils on each of the awards select possible recipients of the medals. Submit nominations to: The Secretary, Advisory Council, (specify award), at the above address.

LEGISLATIVE OFFICES

Legislative Building
Queen's Park, Toronto M7A 1A2
(Location Exceptions Noted)

LEGISLATIVE ASSEMBLY LEGISLATIVE 1

The Legislative Assembly, commonly called the House, consists of 125 men and women *Members of Provincial Parliament* (MPP) elected by people in their communities to represent them at Queen's Park. The Assembly comments on and criticizes policy suggested by the Cabinet and considers proposals for *legislation* (bills) presented to the Legislature. The Assembly also authorizes the collection of funds from the people of Ontario. The Clerk of the Assembly is its principal permanent officer and is responsible for providing the Speaker and MPPs with procedural advice. The Speaker of the Assembly is its chief presiding officer and is responsible for both policy and operations of the Legislature.

Members of Provincial Parliament and their constituency offices are listed below. The list consists of two parts: member/constituency and constituency/member. Addresses and telephone numbers of some newly elected members were not available at the time of printing. MPPs will be listed in the blue pages of all telephone directories under 'Members of Provincial Parliament'. Constituents outside the local calling area can call directory assistance operators for the toll-free number of their MPP if this information is not available from the telephone book. Refer to the Government of Ontario Telephone Directory for MPPs' local telephone numbers in Queen's Park, Toronto.

MEMBER/CONSTITUENCY

Philip Andrewes, PC
(Lincoln)
520 Ontario St.
Beamsville L0R 1B0
416-563-7002

George Ashe, PC (Hon.)
(Durham-West)
37 Station Plaza
Ajax L1S 1S2
416-683-6707

Reuben Baetz, PC (Hon.)
(Ottawa-West)
411 Roosevelt Ave., Ste.104
Ottawa K2A 3X9
613-729-9310

William Barlow, PC
(Cambridge)

Claude Bennett, PC (Hon.)
(Ottawa South)
2323 Riverside Dr.
Billings Bridge Plaza
Ottawa K1H 7X4
613-733-6801

Leo Bernier, PC (Hon.)
(Kenora)
1215 8th Street N.
Kenora P9N 2R6
807-468-6311 and

255 VanHorne Ave.
Dryden P8N 2C3
807-223-3000 and

55 Ethel St., Box 172
Sioux Lookout P0V 2T0
807-737-1665 and

S & S Super Centre
Ear Falls P0V 1T0
807-222-2182 and

Highway 105
Red Lake P0V 2M0
807-727-2548 and

First St.
Hudson P0V 1X0
807-582-3594

Margaret Birch, PC (Hon.)
(Scarborough East)
4286 Kingston Road, Unit #1
West Hill M1E 2N4
416-281-2787

Don Boudria, LIB
(Prescott-Russell)
2001 Laurier St., Ste. 103
Rockland K0A 3A0
and

580 Cecile Blvd.,
Hawkesbury K6A 1P3

James Bradley, LIB
(St. Catharines)
71 King St., Ste. 201
St. Catharines L2R 3H7
416-684-1661

Andy Brandt, PC
(Sarnia)

Mike Breaugh, NDP
(Oshawa)
3 1/2 Simcoe St. S.
Oshawa L1H 4G1
416-723-2411

James Breithaupt, LIB
(Kitchener)
41 King St. W.
Kitchener N2G 1A1
519-579-5460

Marion Bryden, NDP
(Beaches-Woodbine)
1947 Gerrard St. E.
Toronto M4E 2A9
416-691-5967

Michael Cassidy, NDP
(Ottawa Centre)
792A Somerset St. W.
Ottawa K1R 6R2
613-237-0212

Brian Charlton, NDP
(Hamilton Mountain)
688 Queensdale Ave. E., 3rd Flr.
Hamilton L8V 1M1
416-388-9734

Sean Conway, LIB
(Renfrew North)
203 Renfrew St.
Pembroke K8A 5S2
613-735-6627

Dave Cooke, NDP
(Windsor-Riverside)
1491 Pillette Road W., #110
Windsor N8Y 4S9
519-944-4343

Sheila Copps, LIB
(Hamilton Centre)
712 Main St. E.
Hamilton L8M 1K8

Don Cousens, PC
(York Centre)

Eric Cunningham, LIB
(Wentworth North)
33 King St. E., Ste. #6
Dundas L9H 5R1
416-627-5955

Sam Cureatz, PC
(Durham East)
68 King St. E., Room J
Bowmanville L1C 3X2
416-623-6663 and

24 Colborne E.
Oshawa L1G 1L9
416-571-2084

William G. Davis, PC (Hon.)
(Brampton)
44 Peel Centre Dr.
Brampton L6T 4B5
416-791-1144

Gordon Dean, PC
(Wentworth)
6 King St. E.
Stoney Creek L8G 1J8

Odoardo DiSanto, NDP
(Downsview)
1359 Wilson Ave., Ste. 1
Downsview M3N 1H7
416-248-2330

Frank Drea, PC (Hon.)
(Scarborough Centre)
2800 Eglinton Ave. E., Unit 104
Elane Plaza Shopping Centre
Scarborough M1J 2C9
416-261-9525

John Eakins, LIB
(Victoria-Haliburton)
1 Russell St. E., Unit #3
Lindsay K9V 1Z7
705-324-6654 and

Dysart et al, Municipal Office
Haliburton K0M 1S0
705-457-1986

Robert Eaton, PC
(Middlesex)
40 Main St. E., Box 501
Lambeth N0L 1S0
519-434-8151 and

39 Front St. W.
Stathroy N7G 1X5
519-245-4840

Hugh Edighoffer, LIB
(Perth)
156 Waterloo St. S.
Stratford N5A 4B4
519-271-2081

Robert Elgie, PC (Hon.)
(York East)
1041A Coxwell Ave.
Toronto M4C 3G4
416-425-4560

Murray Elston, LIB
(Huron Bruce)
746 Queen St.
Kincardine N0G 2G0
519-396-4735

Herb Epp, LIB
(Waterloo North)
55 Erb St. E., Ste. 315
Waterloo N2J 4K8
519-886-0780

Ernie Eves, PC
(Parry Sound)
P.O. Box 490
#11 Highway S.
South River P0A 1X0
705-386-0091

Susan Fish, PC
(St. George)

Jim Foulds, NDP
(Port Arthur)
291 Park St.
Thunder Bay 'P' P7B 1C4
807-345-3647

Phil Gillies, PC
(Brantford)

Jim Gordon, PC
(Sudbury)

Tony Grande, NDP
(Oakwood)
1755 Eglinton Ave. W.
Toronto M6E 2H7
416-789-9866

Bud Gregory, PC (Hon.)
(Mississauga East)
377 Burnhamthorpe Rd. E., Unit 17
Mississauga L5A 3Y1
416-276-1010

Larry Grossman, PC (Hon.)
(St. Andrew-St. Patrick)
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519-674-2853 and

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Algoma-Manitoulin
John Lane, PC

Armourdale
Bruce McCaffrey, PC (Hon.)

Beaches-Woodbine
Marion Bryden, NDP

Bellwoods
Ross McClellan, NDP

Brampton
Wm. G. Davis, PC (Hon.)

Brantford
Phil Gillies, PC

Brant-Oxford-Norfolk
R. F. Nixon, LIB

Brock
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Burlington South
George A. Kerr, PC

Cambridge
Bill Barlow, PC

Carleton
Bob Mitchell, PC

Carleton East
Bob MacQuarrie, PC

Carleton-Grenville
Norman Sterling, PC (Hon.)

Chatham-Kent
Andy Watson, PC

Cochrane North
Rene Piche, PC

Cochrane South
Alan Pope, PC (Hon.)

Cornwall
George Samis, NDP

Don Mills
Dennis Timbrell, PC (Hon.)

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Downsview
Odoardo DiSanto, NDP

Dufferin-Simcoe
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Durham East
Sam Cureatz, PC

Durham West
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Durham-York
Ross Stevenson, PC

Eglinton
Roy McMurtry, PC (Hon.)

Elgin
R.K. McNeil, PC

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Ray Haggerty, LIB

Essex North
Richard Ruston, LIB

Essex South
Remo Mancini, LIB

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Fort William
Mickey Hennessy, PC

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Robert McKessock, LIB

Grey-Bruce
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Haldimand-Norfolk
Gordon Miller, LIB

Halton-Burlington
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Sheila Copps, LIB

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Bob Mackenzie, NDP

Hamilton Mountain
Brian Charlton, NDP

Hamilton West
Stuart Smith, LIB

Hastings-Peterborough
Jim Pollock, PC

High Park-Swansea
Yuri Shymko, PC

Humber
Morley Kells, PC

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Murray Elston, LIB

Huron-Middlesex
Jack Riddell, LIB

Kenora
Leo Bernier, PC (Hon.)

Kent-Elgin
James McGuigan, LIB

Kingston and the Islands
Keith Norton, PC (Hon.)

Kitchener
James Breithaupt, LIB

Kitchener-Wilmot
John Sweeney, LIB

Lake Nipigon
J.E. Stokes, NDP

Lakeshore
Al Kolyn, NDP

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Lanark
Douglas Wiseman, PC (Hon.)

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Robert William Runciman, PC

Lincoln
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London North
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London South
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Robert Eaton, PC

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Mississauga North
Terry Jones, PC

Mississauga South
Douglas Kennedy, PC

Muskoka
Frank Miller, PC (Hon.)

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Vince Kerrio, LIB

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Parkdale
Tony Ruprecht, LIB

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Ernie Eves, PC

Perth
Hugh Edighoffer, LIB

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Port Arthur
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St. George
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Osie F. Villeneuve, PC

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Jim Gordon, PC

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Victoria-Haliburton
John Eakins, LIB

Waterloo North
Herbert A. Epp, LIB

Welland-Thorold
Mel Swart, NDP

Wellington-Dufferin-Peel
Jack Johnson, PC

Wellington South
Harry Worton, LIB

Wentworth
Gordon Dean, PC

Wentworth North
Eric Cunningham, LIB

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David Rotenberg, PC

Windsor-Riverside
David Cooke, NDP

Windsor-Sandwich
Bill Wrye, LIB

Windsor-Walkerville
Bernard Newman, LIB

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Don Cousens, PC

York East
Robert Elgie, PC (Hon.)

York Mills
Dr. Bette Stephenson, PC (Hon.)

York North
William Hodgson, PC

York South
Donald C. MacDonald, NDP

Yorkview
Michael Spensieri, LIB

York West
Nick Leluk, PC (Hon.)

SPEAKER OF THE ASSEMBLY LEGISLATIVE 2
416-965-2331

The *Speaker of the Assembly* is its Chief Presiding Officer and is responsible for both policy and operations. The Speaker also chairs the *Board of Internal Economy* that governs the financial affairs of the Assembly including the review of the estimates. The office includes the *Sergeant-at-Arms of the Assembly* as well as the pages employed during sessions. The office can provide information on the schedule of sittings and sessions of the *legislature*.

CLERK OF THE ASSEMBLY — LEGISLATIVE 3

416-965-1406

The Clerk is principal officer of the Assembly and is responsible for procedure and the daily publication of the *Order Paper* and *Votes and Proceedings,* the official record of the activities of the *Legislature.* The Clerk's Office will answer questions about the status of *legislation* before the Legislature, rules pertaining to Private Bills and select and standing committees.

LEGISLATIVE ASSEMBLY ADMINISTRATIVE OFFICE — LEGISLATIVE 4

416-965-4028

The Administrative Office provides financial, personnel and associated administrative services for each Member of Provincial Parliament and his or her staff, MPP constituency offices and the various offices under the Office of the Legislative Assembly. In addition, the Administrative Office is responsible for information and tours service, food and beverage and stewards services in the legislative buildings.

Administrative services (965-9489) include the coordination of MPP constituency offices (see list under the Legislative Assembly entry), purchasing of goods and services, supply management, printing services and the maintenance of policy and procedures manuals.

Financial services (965-9489) include general accounting, payroll and expense account services.

Personnel services (965-9492) include the establishment of personnel policies and procedures, the establishment of appropriate classification and compensation levels for employees, staff recruitment and coordination of the affirmative action program to improve the status of Ontario government female employees. The office participates in the government's youth employment (Experience) program.

Information and Tours Services (965-4028) conducts tours of the *Legislative Building* for school groups, associations and individuals. *Art* tours of the Macdonald Block are booked upon request. Provides information service to visitors on Ontario Travel and the Parliament Buildings and direction to various government offices. Bilingual guides are available.

Food and Beverage Services (965-4340) includes *Stewards Services* (965-7651) which administers the *Press Gallery Lounge* and the Member's Lounge, and the *Member's Dining Room* (965-2011) which offers MPPs facilities for luncheons, dinners, and receptions.

HANSARD REPORTING SERVICE — LEGISLATIVE 5

The Hansard Reporting Service covers all sittings of the *Legislature* of Ontario and selected committees and publishes an Official Report (Hansard). Index information on Hansard for the current session of the Legislature can be obtained by calling 965-2159. The final printed Hansard is distributed to each Member of Provincial Parliament (MPP) and is available from the Ontario Government Bookstore, 880 Bay St., Toronto, telephone 965-2054, and in most libraries. For subscriptions contact Sessional Subscription, *Print Procurement* Service, Ministry of Government Services, 9th Floor, Ferguson Block, Queen's Park (965-2238).

LEGISLATIVE LIBRARY, RESEARCH AND INFORMATION SERVICES — LEGISLATIVE 6
416-965-4545

Provides reference and information services to each *Member of Provincial Parliament* (MPP) and staff, officers of the Legislative Assembly, research officers for the three parties, and members of the Legislative Press Gallery. Also provides a *research* service exclusively for MPPs. The Legislative *Library's* collection is particularly strong in the social sciences and *legal* materials. It has a large collection of Canadian, Ontario, other provincial and United States government publications as well as all the major Ontario daily and weekly newspapers. It also administers the *Press Clipping Service* (965-2088) which provides MPPs with press clippings from selected Ontario *newspapers.*

The *Checklist and Catalogue Service* (965-1415), which is also administered by the Legislative Library, compiles a monthly checklist and an annual catalogue of Ontario government publications as well as a quarterly catalogue of *French* language publications issued by the Ontario government.

ONTARIO ELECTION OFFICE — LEGISLATIVE 7
70 Lombard St.
Toronto M5C 1M3
416-965-6831

The Ontario Election Office conducts any provincial election under the *Ontario Election Act.* Coordinates appointment, training and payment of *election* officials and coordinates arrangements for rentals, equipment and supplies for polling places at an election. Directs and supervises local Returning Officers in each of 125 *electoral districts.* Provides a public information film, 'Securing the vote' and publishes *historical* information dating back to 1867, relating to provincial elections, *legislatures,* cabinets and *political* candidates. Maintains an Index of Provincial Electoral Districts by street name and number to assist persons who wish to know their *electoral district* and the name, telephone number and contact address of their *Member of Provincial Parliament* (MPP). See the Legislative Assembly entry, LEGISLATIVE 1, for a list of MPP's and their constituency offices.

COMMISSION ON ELECTION CONTRIBUTIONS & EXPENSES — LEGISLATIVE 8
151 Bloor St. W.
Toronto M5S 1S4
416-965-0455

The Commission on Election Contributions & Expenses administers the *Election Finances Reform Act* which provides for registration of *political* parties and constituency (riding) associations active in Ontario, and candidates in a provincial *election.* Limits political contributions to, and period of *advertising* and advertising expenses of, registered parties, constituency associations and candidates during a provincial election campaign. Provides *subsidies* to candidates with respect to campaign expenses incurred. Requires filing of audited campaign period statements of receipts and expenses by political parties, constituency associations and candidates, and audited annual financial statements, including statements of assets and liabilities by political parties and constituency associations.

OMBUDSMAN LEGISLATIVE 9
125 Queen's Park
Toronto M5S 2C7
416-596-3300

The Ombudsman is an officer of the Legislature of Ontario whose function, with specified exceptions, is to investigate any decision, recommendation, act or omission made in the administration of any ministry or agency of the Ontario government. Complaints should be made in writing; however complainants can visit or call: Ombudsman's Office, 125 Queen's Park, Toronto M5S 2C7, Tel. 596-3300. There is an office in Thunder Bay (1265 Arthur St. E., P7E 6E7, 807-623-5058) and North Bay (591 Main St. E., P1B 1B7, 705-476-5800). The staff is multilingual. The Ombudsman reports annually to the Speaker of the Legislature. The Ombudsman is listed in all Ontario telephone directories under Ombudsman Ontario.

PROVINCIAL AUDITOR LEGISLATIVE 10
56 Wellesley St. W., 4th Flr.
Toronto M7A 1A2
416-965-1381

The Provincial Auditor carries out the statutory requirements imposed under the *Audit Act* and other statutes of the province. The Provincial Auditor manages the *audit* of the *Consolidated Revenue Fund* as well as that of ministerial and quasi-judicial agencies. The office participates in the affirmative action program which is designed to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

GOVERNMENT CAUCUS OFFICE LEGISLATIVE 11
416-965-2337

The Progressive Conservative Party (PC) is at present the party in power. Each Member of Provincial Parliament belonging to the Progressive Conservative Party is part of the Government Caucus. The *Caucus* deliberates policies and programs which will become part of *legislation* to be introduced in the Legislature. Specific committees are responsible for certain areas. The Caucus Office has a *Chief Whip* who looks after attendance in full Caucus, committee meetings and in the Legislature, and keeps all members informed as to what votes are expected in the Legislature. Each Member of Provincial Parliament has a Constituency Office to serve the needs of the people whom he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).

LIBERAL PARTY CAUCUS OFFICE LEGISLATIVE 12
416-965-1676

Each Member of Provincial Parliament (MPP) representing the Liberal Party belongs to the Liberal Party *Caucus*. The Liberal Party is at present the Official Opposition to the Ontario Government. The Caucus Office responds to inquiries and requests for assistance from the public and from other governmental jurisdictions. It invites and reviews input from the public on matters of provincial jurisdiction. In addition, each Liberal MPP has a local Constituency Office to serve the needs of the people whom he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).

NEW DEMOCRATIC PARTY CAUCUS OFFICE LEGISLATIVE 13
416-965-3311

Each Member of Provincial Parliament (MPP) belonging to the New Democratic Party (NDP) belongs to the NDP *Caucus*. The Caucus Office answers and deals with inquiries from the public and from other governmental jurisdictions about caucus policies and activities, etc. For general information, phone 965-3311. To contact NDP Research Office, phone 965-5392. Each member of the Provincial Parliament has a Constituency Office to serve the needs of the people whom he or she represents (see list under the Legislative Assembly entry, LEGISLATIVE 1).

MINISTRY OF AGRICULTURE & FOOD

801 Bay St.
Toronto M7A 2B2
(Location Exceptions Noted)

The Ministry of Agriculture and Food is concerned with one of Ontario's most important industries, farming. Its programs include education and research, extension services to increase technical knowledge among farmers, marketing and rural development.

DEPUTY MINISTER'S OFFICE

AUDIT SERVICES BR — AG & FOOD 1
416-965-3241

The Branch is responsible for the Ministry's audit functions which include review and appraisal of Ministry accounting, financial and operational controls. Also assists management by reviewing specific areas of concern and making recommendations for improvement.

ECONOMICS BR — AG & FOOD 2
801 Bay St.
Toronto M7A 1B6
416-965-1064

Serves the Ministry, government committees and the *agricultural* industry (marketing boards, administrative bodies, farmers) by assembling and interpreting *agricultural economic* information. Conducts *research* into *farm* costs, marketing methods, *farm* business management, agricultural policy, etc., and gathers and publishes a wide range of *agricultural statistics.* Field staff carry on economic research projects, maintain close liaison with other field office staff of the Ministry and with marketing boards, provide consulting services to *farm* organizations and individual farmers and regularly attend farmers' meetings. They serve the Province from field offices in Chatham, Guelph, Kemptville and Vineland Station (listed under the County, District and Other Field Offices entry). The economist at Kemptville lectures to students on agricultural economics. Information is also available from the Ministry's county and district offices (see list under this Ministry's County, District and Other Field Offices entry, AG & FOOD 36).

INFORMATION BR — AG & FOOD 3
801 Bay St.
Toronto M7A 1A5
416-965-1056

Provides information service for the Ministry of Agriculture and Food. Activities include media liaison, answering public inquiries, producing and distributing publications, news releases and audio-visual materials, providing up-to-date market quotes on selected *agricultural* commodities. The Branch establishes the Ministry's communications policy and advises its branches on communications problems. Provides communications support to the Minister and the Deputy Minister.

LEGAL BR — AG & FOOD 4
416-965-6805

Provides legal services for the Ministry of Agriculture and Food. Counsels the Ministry

on legal matters including: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations and other legal documents. Supplies the Ministry with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc.

PERSONNEL BR AG & FOOD 5
801 Bay St.
Toronto M7A 1A4
416-965-7452

Performs the personnel functions for the Ministry of Agriculture and Food. The Branch works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministry's personnel, payroll and employee benefit records. Provides liaison between the Ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU).

PROGRAMS COORDINATION SECRETARIAT AG & FOOD 6
416-965-7571

Coordinates policy and program planning and development and program delivery for the Ministry. Maintains liaison with Cabinet Office, Policy and Priorities Board, Cabinet Committee for Resources Development, Management Board and other ministries and agencies. Develops and maintains a program management and planning oriented information system to ensure widest and earliest possible consideration for policy and program proposals and to expedite program delivery and resource allocation. Initiates and maintains the Ministry's Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women. Area Coordinators provide leadership in the coordination of field staffs in nine areas of the Province and *farm* management specialist services to farmers. Coordinates Customer Service program of Ministry.

FINANCE AND ADMINISTRATION DIVISION

ACCOUNTS BR AG & FOOD 7
801 Bay St.
Toronto M7A 2A3
416-965-1159

The Branch is responsible for the Ministry's accounting functions. These include payroll and expense account services, accounts payable, and financial liaison with Management Board, the Provincial Auditor and other government ministries and agencies.

MANAGEMENT SYSTEMS AND AG & FOOD 8
ADMINISTRATION SERVICES BR
416-965-5961

Supplies the Ministry with administrative services, computer systems development and data processing. Also operates Ministry *library* (965-1816). The library operates the Min-

istry *reading room* to provide public access to all Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry.

Administrative Services include purchasing of goods and services, supply management, printing and duplicating services, mail and transportation services, records management, assets management, maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. It is also responsible for office safety supervision.

Systems development services include the definition, development and documentation of the Ministry's computerized or manual information and administrative systems and liaison with Government Services' Communications and Computer Services Division.

PRODUCTION AND RURAL DEVELOPMENT DIVISION

AGRICULTURAL & HORTICULTURAL SOCIETIES BR — AG & FOOD 9
416-965-1091

Gives *grants* to *agricultural* societies in Ontario for *exhibitions, fairs, crops competitions,* improvements to buildings and grounds, commercial and educational displays. Also gives *grants* to *horticultural* societies and plowmen's associations. Horticultural societies hold *exhibitions* and *competitions* (i.e., flowers, plants and vegetables); conduct courses on *gardening.* The *Ontario Plowmen's Association,* which sponsors the *International Plowing Match* and *Farm Machinery Show,* the *Ontario Association of Agricultural Societies* and the *Ontario Horticultural Association* have their headquarters at this Branch. For information contact the county and district offices (see the County, District and Other Field Offices entry, AG & FOOD 36).

AGRICULTURAL MANPOWER SERVICES — AG & FOOD 10
801 Bay St.
Toronto M7A 1B1
416-965-6149

Assists Ontario farmers with their *manpower* needs by providing information and advice on *farm* labour supply, *employment* standards legislation, *personnel* management, *job* creation programs and training programs for *farm* workers. Assistance is also given to *students* and young farmers involved in *exchanges* between farms in Ontario and foreign countries. For information contact Ministry's county and district offices (see the County, District and Other Field Offices entry, AG & FOOD 36).

CROP INSURANCE COMMISSION OF ONTARIO — AG & FOOD 11
801 Bay St.
Toronto M7A 1B7
416-965-1811

Makes available to farmers a crop *insurance* plan to insure about 30 commercially grown *crops* against natural disaster.

EXTENSION BR AG & FOOD 12
801 Bay St.
Toronto M7A 1B2
416-965-1241

Conducts *education* programs, provides advisory services and administers government policies designed to assist farmers in the management of their *farm* operations.

Agricultural representatives (ag reps) in 54 county and district offices located throughout the Province carry out Extension Branch programs which deal with three main areas: *farm* management, agricultural engineering, and *Four-H (4-H)* and *Junior Farmers.*

The *farm* management program encourages and assists farmers to use their resources effectively in order to have productive and profitable farms. The program comprises financial and business management, *livestock* management, and *soils* and *crops* management assistance. Ag reps advise farmers on financial matters, e.g., business analysis, estate planning, pricing, marketing, accounting, and overall *farm* planning.

Livestock management consists of information and advice to livestock and *poultry* producers on the economics of production, choice and size of enterprise, feed evaluation, storage and handling, testing, herd and flock health, marketing, etc. *Soils* and *crops* management assistance concentrates on the economics of production, tillage, land use, erosion control, fertilizer recommendations, *weed, insects* and *disease* control, variety selection, crop handling and storage systems, *crops insurance,* drainage and irrigation. Agricultural engineering specialists give information and advice in the areas of farm drainage, farm structures (Canada Plan Service plans, Ontario Building Code), *machinery* management, *pollution* control (manure and waste management), *water* supply and *energy* conservation.

Ag reps coordinate the 4-H youth program and act as contacts for the *Junior Farmers' Association of Ontario,* producing publications, giving guidance and assistance, *volunteer leadership* training, and *scholarships* for *travel* and *exchanges.* Agricultural representatives give information on the *Junior Agriculturalist Program,* a summer program for *youth* wanting experience on farms. *Agricrew,* a summer *youth employment* program which provides *subsidies* for the salaries farmers pay for the *employment* of *students* on farms, is administered from county and district offices.

Extension Branch staff administer the *Farm Productivity Incentive Program* which provides *financial assistance* to farmers for certain capital improvements and *soils* management projects on their farms. The Branch also administers the *Northern Ontario Assistance Program,* funded by the Ministry of Northern Affairs, which provides *financial assistance* to Northern Ontario farmers.

For a list of county and district offices and other Ministry offices see the County, District and Other Field Offices entry, AG & FOOD 36.

FARM INCOME STABILIZATION COMMISSION AG & FOOD 13
416-965-1811

Farm Income Stabilization plans are available to provide *financial assistance* during times of low prices for *hogs* or for the following *crops:* white beans, soybeans, winter wheat and corn, to guarantee participating producers a price equal to 95 per cent of the market price over the previous five years, adjusted for cash costs.

FOODLAND DEVELOPMENT BR AG & FOOD 14
416-965-9433

Reviews *official plans, environmental assessments* and project proposals for their *land use planning* implications for agriculture. Assists the Ministry of Government Services in leasing for agricultural purposes *farm land* held by the government for future development. The Branch also administers the *Topsoil Preservation Act* (allowing municipalities to regulate removal of topsoil). Administers the *Non-Resident Agricultural Land Interests Registration Act,* which requires non-residents of Canada to file a form indicating their interests in agricultural holdings in Ontario larger than 10 hectares. Drainage Section (965-9921) administers the *Tile Drainage Act* and the *Drainage Act (financial assistance* to municipalities and farmers for the improvement of *farm* land) and the *Agricultural Tile Drainage Installation Act (licences* for installers of tile drainage systems on farm land). The Branch has planning specialists in the Ministry's county and district offices in St. Thomas, Fergus, Lindsay and Kemptville. Addresses are included in the list of county and district offices found in the County, District and Other Field Offices entry, AG & FOOD 36.

HOME ECONOMICS BR AG & FOOD 15
801 Bay St.
Toronto M7A 1B5
416-965-1421

Provides formal *home economics* educational programs for rural people, consistent with locally identified needs, which will improve the quality of life in the home and community. Provides home economics information to individuals, government, farm organizations and agribusiness, upon request.

LIVESTOCK BR AG & FOOD 16
801 Bay St.
Toronto M7A 1B4
416-965-5971

Promotes production of *livestock* and high quality livestock products through management improvement programs and *grants* for Ontario producers. Maintains laboratories where *milk* samples are tested for butterfat and protein content and a *laboratory* where feed samples are analyzed. This Branch is responsible for acts affecting *livestock* producers, e.g., the *Hunter Damage Compensation Act,* the *Artificial Insemination of Livestock Act* (issuance of *licences* to providers of artificial insemination services for livestock), the *Beef Cattle Marketing Act.* Other acts provide for: the grading of *livestock* and *poultry, licences* to those who conduct auctions of pure-bred *livestock,* payment of licence fees to the *Ontario Sheep Association* on the sales of *wool. Livestock* specialists are available to give management advice to producers throughout Ontario. For information contact Ministry's county and district offices (see County, District and Other Field Offices entry, AG & FOOD 36).

ONTARIO FARM MACHINERY BOARD AG & FOOD 17
519-824-4120

Investigates complaints regarding *farm machinery* and may bring together interested parties to resolve problems of service, parts supply and guarantees involving farmers, dealers and manufacturers in Ontario. The Board has developed an Ontario Farm Machinery Distributor and Retail Dealer Code which defines the extent of commitment of farm ma-

chinery distributors and dealers with respect to new farm machinery transactions. Distributors and dealers voluntarily agreeing to meet and adhere to the requirements of the code will be certified by the Board.

RURAL DEVELOPMENT BR AG & FOOD 18
801 Bay St.
Toronto M7A 1B1
416-965-7661

Administers federal-provincial programs for *farm* and rural development including the *Agricultural and Rural Development Agreement (ARDA)* and *General Development Agreement (GDA)* subsidiaries. Manages programs which make available to farmers guaranteed bank *loans,* and the *Industrial Milk Production Incentive, Labrusca Grape Conversion Assistance Program, Greenhouse Growers Storm Damage Assistance Program* and *Ontario Young Farmers Credit Program.* Administers the *Ontario Junior Farmer Establishment Loan Corporation.* Agricultural representatives in county and district offices work closely with applicants to, and those interested in, these programs giving counselling, advice and assistance (see County, District and Other Field Offices entry, AG & FOOD 36).

SOILS AND CROPS BR AG & FOOD 19
416-965-1081

Provides information at local offices throughout the province on the commercial production of field and *horticultural crops* (e.g. greenhouse *vegetables* and ornamental *plants, mushrooms).* Information is available to commercial growers on restrictions in use of *pesticides.* Responsible for administration of the *Weed Control Act* through municipally-appointed inspectors. Complaints should be directed to the municipality. Inquiries on non-commercial (e.g. household and urban) growing should be referred to the Agricultural & Horticultural Societies Br at 965-1091. For information contact Ministry's county or district office (see County, District and Other Field Offices entry, AG & FOOD 36).

MARKETING DIVISION

FARM PRODUCTS APPEAL TRIBUNAL AG & FOOD 20
416-965-5844

Hears *appeals* against decisions made by boards established under the *Farm Products Marketing Act* and the *Milk Act.*

FARM PRODUCTS MARKETING BR AG & FOOD 21
416-965-2124

Consists of the *Farm Products Marketing Board* and the *Milk Commission of Ontario* which administer the *Farm Products Marketing Act* and the *Milk Act,* respectively. For information contact Ministry's county and district offices (see County, District and other Field Offices, AG & FOOD 36). The Farm Products Marketing Board and the Milk Commission supervise the marketing boards established under the two Acts and are responsible for making recommendations on changes in the regulations. The Farm Products Marketing Act provides for *commodity* regulation (43 commodities under 24 individual plans, each plan administered by a producer marketing board). The Milk Commission cooperates with the *Ontario Milk Marketing Board,* the *Cream Producers'*

Marketing Board and the *Ontario Dairy Council* in dairy policy planning and development.

FARM PRODUCTS QUALITY BR, FRUIT & VEGETABLE SECTION — AG & FOOD 22
801 Bay St.
Toronto M7A 1A7
416-965-1058

Regulates the inspection and grading of twenty-five *farm* products in addition to flue-cured and burley *tobacco, honey, maple syrup, Christmas trees,* tomato seedlings. Offers technical advice to growers and producers and informs the public on all aspects of the production, packaging and marketing of fruit, vegetables and honey. This section provides the Ministry's Information Br with data on the conditions of seasonal *crops.* Issues *licences:* to operators of controlled-atmosphere storages and to packers of apples from such storages, to dealers of *fruit* and *vegetables,* and to *nurseries.* Controls disease in nurseries and controls neglected *orchards* to prevent spread of infestations of *disease* or *insects.* Administers the *Bees Act* which requires *registration* of *apiaries* (where bees are kept for honey production). To register contact Provincial Apiarist, Department of Environmental Biology, University of Guelph, 519-824-4120 Ext. 2477. For information contact Ministry's county and district offices (see County, District and Other Field Offices entry, AG & FOOD 36).

FARM PRODUCTS QUALITY BR MILK INDUSTRY SECTION — AG & FOOD 23
801 Bay St.
Toronto M7A 1A7
416-965-2411

Undertakes programs to ensure that *milk* marketed in Ontario is produced under acceptable sanitary conditions and meets quality standards. Provides for *dairy farm* inspections and monthly testing of raw milk. Issues *licences* to, and arranges for training and inspecting the work of milk and cream graders and testers, bulk tank milk graders, buttermakers and cheesemakers. Issues licences, regulates and inspects plants manufacturing milk products, *margarine* and *edible oils.* The *laboratory* in Guelph analyzes all samples for butterfat, protein and lactose and reports results to the *Ontario Milk Marketing Board* for determining payment to producers. Conducts regular milk utilization audits. Monitors consumer packages for composition and fill control. For information contact Ministry's county and district offices (see County, District and Other Field Offices, AG & FOOD 36).

MARKET DEVELOPMENT BR — AG & FOOD 24
416-965-6472

Domestic Section (965-7701) and Export Section (965-7038) programs are designed to expand present, and develop new domestic and international markets for Ontario-produced fresh and processed *agricultural* and *food* products. This is done through domestic advertising and promotion, information programs, import replacement and *exports* mission and promotion programs. The Market Situation & Outlook Section (965-0311) investigates, analyzes and reports domestic and international market developments and opportunities to help steer the Domestic and Export Sections toward the fulfilment of

their respective objectives. For information contact the Ministry's Toronto Office 965-7701

AGRICULTURAL EDUCATION, RESEARCH & SPECIAL SERVICES DIVISION

AGRICULTURAL RESEARCH INSTITUTE OF ONTARIO — AG & FOOD 25

University of Guelph
Guelph N1G 2W1
519-824-4120

Inquires into *research* programs on agriculture, *veterinary* medicine and *household science*. Stimulates interest in *agricultural research* as a means of developing efficiency in the production and marketing of *farm* products in Ontario and also serves as an advisory body to the Minister of Agriculture and Food. In Toronto contact 965-6695 for policy matters.

COLLEGES OF AGRICULTURAL TECHNOLOGY — AG & FOOD 26

The colleges and the *University of Guelph* offer diploma *education* in *farm* management, agricultural production, agricultural engineering, agricultural *laboratory* technology, *home economics* or *food* service supervision, *veterinary* (animal health) technology, *livestock* production, technology and management and agricultural business management. The colleges provide training courses for *dairy* manufacturers, *farm* equipment mechanics, and *dairy* and swine herdworkers. They also conduct *agricultural research* for the Ministry including studies on *livestock, poultry,* field *crops, horticultural* plants, *soils, food* and *nutrition,* economics and marketing. For policy matters, contact this Ministry's Education Research & Special Services Division, 801 Bay St., 11th Flr., Toronto M7A 1B1 (416-965-6695). A new *French* language College of Agricultural Technology has been established at Alfred, Ontario. Program of resident student instruction will commence in the Fall of 1981. Colleges are listed below:

College de Technologie Agricole et Alimentaire d'Alfred
C. P. Box 580
Alfred K0B 1A0
613-679-2218

Centralia College of Agricultural Technology
Huron Park N0M 1Y0
519-228-6691

Kemptville College of Agricultural Technology
Kemptville K0G 1J0
613-258-3411

New Liskeard College of Agricultural Technology
New Liskeard P0J 1P0
705-647-6701

Ridgetown College of Agricultural Technology
Ridgetown N0P 2C0
519-674-5456

University of Guelph
Guelph N1G 2W1
519-824-4120

HORTICULTURAL RESEARCH INSTITUTE AG & FOOD 27
416-562-4141

Conducts *horticultural research* (including studies on *soils* and *crops)* to increase production and develop new varieties of *farm* products (e.g. fruits and vegetables including *mushrooms* and *wine).* The Institute also coordinates all horticultural research and service programs supported by the Ministry. Serves farmers, growers of ornamental plants, food processors and wine makers. The Institute provides propagating material (cuttings, etc.) to growers and nurseries. Research is conducted at these locations:

Muck Research Station
R.R. 1
Kettleby L0G 1J0
416-775-3783

Horticultural Experiment Station
Box 587
Simcoe N3Y 4N5
519-426-7120

Horticultural Research Institute of Ontario
&
Horticultural Product Laboratory
Vineland Station L0R 2E0
416-562-4141

ONTARIO AGRICULTURAL MUSEUM AG & FOOD 28
Milton L9T 2Y3
416-878-8151

The *Ontario Agricultural Museum* in Milton, Ontario, one of the *museums* operated by the Ontario Government, houses and displays tools, implements and *historical* artifacts associated with the history of Ontario agriculture.

PROVINCIAL PESTICIDE RESIDUE TESTING LABORATORY AG & FOOD 29
University of Guelph
Guelph N1G 2W1
519-824-4120, Ext. 2449/3424

Provides a *chemical* analytical service to all provincial ministries for the detection and measurement of residues of (a) *pesticides,* i.e. *insecticides, herbicides, fungicides,* acaricides, nematocides, etc., (b) industrial *pollutants* and (c) heavy *metals* in the following areas: *food, plants, animals, fish, wildlife, soils, water, air* and human tissues. Interprets significance of analytical results. Contact *laboratory* or ministries involved for *research* papers and reports. The Pest Diagnostic Laboratory (Room 102, Graham Hall, Ext. 2701) provides a service for the identification of *insects, plant diseases* and *weeds* upon receipt of carefully packed samples.

VETERINARY SERVICES BR LABORATORY SECTION AG & FOOD 30
801 Bay St.
Toronto M7A 1B3
416-965-5841

Operates six laboratories that provide assistance to the *livestock* industry and *veterinary* practitioners by offering diagnostic, investigative, consultative and extension services. Carcasses and specimens from *animals* and *poultry* are submitted by veterinarians and

farmers and tests are made to determine cause of *disease*. Administers the *Ontario Hatchery Supply Flock Policy*, involving monitoring procedures to control disease of poultry and the *Fur Farms Act*, requiring licences of *fur* farmers. The laboratories are listed below:

Brighton K0K 1H0
613-475-1630

Box 3612
Guelph N1H 6R8
519-824-4120 Ext. 3997

Huron Park N0M 1Y0
519-228-6691

Kemptville K0G 1J0
613-258-3804

Box 790
New Liskeard P0J 1P0
705-647-6701

100 Main St. E.
Ridgetown N0P 2C0
519-674-5456 Ext. 56

VETERINARY SERVICES BR MEAT INSPECTION SECTION — AG & FOOD 31
801 Bay St.
Toronto M7A 1B3
416-965-5841

Inspects and issues *licences* to *slaughtering plants* not already registered by Agriculture Canada under the Meat Inspection Act (Canada), or those engaged solely in slaughtering *animals* exempted by regulations under the Act. For information contact Ministry's county or district office (see County, District and Other Field Offices entry, AG & FOOD 36).

VETERINARY SERVICES BR REGULATORY & COMMUNICABLE — AG & FOOD 32
801 Bay St.
Toronto M7A 1B3
416-965-5841

The Regulatory & Communicable Diseases Section administers the Acts concerning these veterinary requirements: *vaccination* of cattle to control brucellosis *disease, licences* for *livestock* community sales and those involved in disposing of dead *animals*. Compensates owners of *livestock* that die as a result of *rabies*. Provides consultative service to practising veterinarians and producers of cattle, sheep and swine. Provides *grants* to finance *veterinary* service in designated areas where livestock farms are sparsely located. Inspects and issues *licences* to riding *horse* establishments and suppliers of *laboratory animals*. Inspects *dog* pounds. Issues *licences* to those other than pharmacists and veterinarians who sell *livestock medicines*. Requires *registration* of facilities that use *animals* for *research*. For information contact Ministry's county or district office (see County, District and Other Field Offices, AG & FOOD 36).

AGENCIES

AGRICULTURAL LICENSING & REGISTRATION REVIEW BOARD — AG & FOOD 33

The Board will hear *appeals* against decisions on licensing and registration requirements

set out under these Acts: *Agricultural Tile Drainage Act, Animals For Research Act, Artificial Insemination of Livestock Act, Dead Animal Disposal Act, Farm Products Grades & Sales Act, Grain Elevator Storage Act, Livestock & Livestock Products Act, Livestock Community Sales Act, Livestock Medicines Act, Meat Inspection Act, Plant Diseases Act, Provincial Auctioneers Act,* and *Riding Horse Establishments Act.* The Board holds meetings and hearings as required. Appeal procedure may be obtained from Ministry branch involved with *registration* or *licences.*

ONTARIO FOOD TERMINAL BOARD AG & FOOD 34
416-259-5479

Operates the Ontario Food Terminal, a wholesale fresh *fruit* and produce market to serve all Ontario growers of these *farm* products. The terminal has cold storage facilities. It plays a major role in the orderly marketing of *fruit* and *vegetables* in Ontario.

ONTARIO STOCK YARDS BOARD AG & FOOD 35
416-767-1163

Operates under the federal *Livestock & Livestock Products Act* because of interprovincial trade. The Board provides facilities for the weighing of *livestock* and supervising all *scales* operations. Issues *licences* to sales agencies operating in the stock yard to act as representatives in the selling of *livestock.*

COUNTY, DISTRICT AND OTHER FIELD OFFICES AG & FOOD 36

Field offices for the Ministry of Agriculture and Food include 54 county and district offices with a staff of *agricultural* representatives from the Extension Branch and specialists from other branches. The county and district offices provide access to all Ministry programs, services and resources.

Agricultural representatives (Ag reps) and specialists represent the wide range of Ministry programs and services which are described individually in the index. Ag reps work closely with farmers, producers and others involved in the *agricultural* and *food* industries, providing information, *education* and advice and conducting educational meetings, workshops, and in-depth short courses for groups. All specialists in the Ministry's programs can be located by calling any county and district office.

Agriculture and Food factsheets, which provide basic information on a wide variety of agricultural topics, are available in county and district offices. Radio and *television broadcasts* provide information and educational programs in individual counties and districts. County and district field offices are listed below. Telephone numbers for both local calls and for Zenith calls, which provide toll-free calling services for customers within each county or district, are listed also. If Zenith number is inoperative check local telephone directory for listing of current number(s).

Algoma District Office
1496 Wellington St. E.
Sault Ste. Marie P6A 2R1
705-253-1941
Zenith 98750

Brant County Office
207 Greenwich St.
Brantford N3S 2X7
519-759-4190
Zenith 19750

Bruce County Office
Box 1330
Walkerton N0G 2V0
519-881-3301
Zenith 97920

Carleton Office
26 Thorncliff Pl.
Nepean K2H 6L2
613-828-9167
Zenith 13510

Cochrane (North) District Office
Experimental Farm
Kapuskasing P5N 2X9
705-335-5828
Zenith 43340

Cochrane (South) District Office
Box 608
Matheson P0K 1N0
705-273-2509
Zenith 34920

Dufferin County Office
R.R. 4
Orangeville L9W 2Z1
519-941-3830
Zenith 98750

Dundas County Office
Box 488
Winchester K0C 2K0
613-774-2313
Zenith 19750

Durham County Office
234 King St. E.
Bowmanville L1C 1P5
416-623-3348
Zenith 73040

Elgin County Office
594 Talbot St.
St. Thomas N5P 1C7
519-631-4700
Zenith 59650

Essex County Office
46 Fox St.
Essex N8M 2S2
519-776-7361
Zenith 13510

Frontenac County Office
Box 651, 1055 Princess St.
Kingston K7L 1H3
613-544-1995
Zenith 35050

Glengarry County Office
Box 579
Alexandria K0C 1A0
613-525-1046
Zenith 46710

Grenville County Office
Box 2004
Kemptville K0G 1J0
613-258-3411
Zenith 99200

Grey County Office
181 Toronto St. S.
Markdale N0C 1H0
519-986-2040
Zenith 16310

Haldimand Office
Box 129
Cayuga N0A 1E0
416-772-3381
Zenith 46710

Halton Office
17 Wilson Dr.
Milton L9T 3J7
416-878-2314
Zenith 33440

Hastings County Office
Box 340
Stirling K0K 3E0
613-395-3393
Zenith 43340

Huron County Office
Box 159
Clinton N0M 1L0
519-482-3428
Zenith 73040

Kenora District Office
Ontario Govt. Bldg.
Box 3000
Dryden P8N 3B3
807-223-2415
Zenith 46320

Kent County Office
Box 726
435 Grand Ave. W.
Chatham N7M 5L1
519-354-2150
Zenith 33440

Lambton County Office
Box 730
Petrolia N0N 1R0
519-882-0180
Zenith 43350

Lanark County Office
10 Sunset Blvd.
Perth K7H 2Y2
613-267-1063
Zenith 33440

Leeds County Office
Box 635
Brockville K6V 5V8
613-342-2124
Zenith 46320

Lennox & Addington County Office
41 Dundas St. W.
Napanee K7R 1Z5
613-354-3371
Zenith 18210

Manitoulin District Office
Box 328
Gore Bay P0P 1H0
705-282-2043
Zenith 64720

Middlesex County Office
195 Dufferin Ave.
London N6A 1K7
519-434-6811
1-800-265-4750

Muskoka & Parry Sound District Office
Box 130
Huntsville P0A 1K0
705-789-5491
Zenith 59650

Niagara (North) Office
Vineland Station L0R 2E0
416-562-4142
Zenith 47710

Niagara (South) Office
574 South Pelham St.
Welland L3C 3C6
416-732-7552
Zenith 48110

Nipissing District Office
222 McIntyre St. W.
North Bay P1B 2Y8
705-474-3050
Zenith 97920

Norfolk Office
Box 587
Simcoe N3Y 4N5
519-426-7120
Zenith 38300

Northumberland County Office
Box 820
Brighton K0K 1H0
613-475-1630
Zenith 34920

Ontario County (Durham West) Office
Box 309
Uxbridge L0C 1K0
416-852-3328
Zenith 64720

Oxford County Office
Box 666
Woodstock N4S 7Z5
519-537-6621
Zenith 99200

Peel Office
3 Elizabeth St. S.
Brampton L6Y 1P7
416-451-5474
Zenith 43350

Perth County Office
413 Hibernia St.
Stratford N5A 5W2
519-271-0280
Zenith 35050

Peterborough County Office
55 George St. N.
Peterborough K9J 3G2
705-745-2403
Zenith 16310

Prescott County Office
Box 110
Plantagenet K0B 1L0
613-673-5115
Zenith 48110

Prince Edward County Office
Box 470
Picton K0K 2T0
613-476-3224
Zenith 98750

Rainy River District Office
Front St.
Emo P0W 1E0
807-482-2310
Zenith 35050

Renfrew County Office
315 Raglan St. S.
Renfrew K7V 1R6
613-432-4841
Zenith 43350

Russell County Office
666 Rue Notre Dame
Box 540
Embrun K0A 1W0
613-443-3391
Zenith 47710

Simcoe (North) County Office
Box 340
Elmvale L0L 1P0
705-322-2231
Zenith 34920

Simcoe (South) County Office
Box 370
Alliston L0M 1A0
705-435-5521
Zenith 43340

Stormont County Office
Box 655, 109-11th St. W.
Cornwall K6H 5T3
613-933-1581
Zenith 38300

Sudbury District Office
1414 LaSalle Blvd.
Sudbury P3A 1Z0
705-566-1630
Zenith 73040

Timiskaming District Office
Box 'G'
New Liskeard P0J 1P0
705-647-6701
Zenith 16310

Thunder Bay District Office
Ont. Govt. Bldg.
435 James St. S.
Thunder Bay P7E 6E3
807-475-1631
Zenith 18210

Victoria County Office
322 Kent St. W.
Lindsay K9V 2Z9
705-324-6125
Zenith 97920

Waterloo Office
279 Weber St. N.
Waterloo N2J 3H8
519-884-5390
Zenith 46320

Wellington County Office
Box 159
Fergus N1M 2W7
519-846-5371
Zenith 18210

Wentworth County Office
R.R.1
Ancaster L9G 3K9
416-527-2995
Zenith 13510

York Office
Newmarket Plaza
Newmarket L3Y 2N1
416-895-4519
Zenith 59650

MINISTRY OF THE ATTORNEY GENERAL

18 King St. E.
Toronto M5C 1C5
(Location Exceptions Noted)

The Ministry of Attorney General directs and supervises the administration of justice in Ontario. Its programs include provision of Crown legal service before all courts in Ontario, legal services for the government and its agencies, legislative services to cabinet ministers and members of provincial parliament, courts administration, guardian and trustee services and the protection of the legal rights of Ontario citizens.

LEGISLATIVE COUNSEL

LEGISLATIVE COUNSEL SERVICES — ATT GEN 1
416-965-2841

Provides legislative advisory services to members of provincial parliament (MPP's), government ministers and ministries. Drafts *legislation* (bills and regulations); prepares the Statutes of Ontario (annual books of statutes) and the Revised Statutes of Ontario or RSO's (a consolidation of statutes, revised every ten years), and files and publishes regulations. For information on statutes, contact 965-2841; on regulations, contact 965-2854. Copies of legislation and bills can be obtained at the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054 or by writing to the Publications Centre, 880 Bay St., Toronto M7A 1N8.

FRENCH TRANSLATION BR — ATT GEN 2
863 Bay St.
Toronto M5S 1Z2
416-961-8710

French Translation Br is responsible for the *translation* of selected statutes and regulations into the French language and publishes the French translations of the *legislation.* Copies of translated legislation can be obtained at the Ontario Government Bookstore, 880 Bay St., Toronto, 965-2054 or by writing to the Publications Centre, 880 Bay St., Toronto M7A 1N8.

POLICY PLANNING & INTERGOVERNMENTAL AFFAIRS DIVISION

COMMUNICATIONS BR — ATT GEN 3
416-965-9111

Provides information service for the Ministry of the Attorney General. Establishes communications policy for the Ministry and advises its branches on communications problems. Provides communications support to the Minister and the Deputy Minister. Activities include media liaison, answering public inquiries, producing and distributing publications, audio-visual materials and news releases.

FRENCH LANGUAGE SERVICES — ATT GEN 4
416-965-3870

French Language Services Coordinator coordinates the provision of *French Language Services* in the Ministry of the Attorney General.

POLICY DEVELOPMENT DIVISION

POLICY DEVELOPMENT DIVISION ATT GEN 5
416-965-2816

Division functions include: *research* into and analysis of all aspects of the administration of justice in Ontario, continual review of the statutes administered by the Ministry, developing its legislative program, and advising the Attorney General and his Deputy on the progress of bills during *legislation.* Operates the Ministry *library* (965-4714) which serves the Crown Law Office and district and county crown attorneys. The library operates the Ministry *reading room* to provide public access to all Ministry publications, statutes, regulations and most manuals and internal procedures used by the Ministry.

PROGRAMMES & ADMINISTRATION DIVISION

ACCOUNTANT OF THE SUPREME COURT OF ONTARIO ATT GEN 6
123 Edward St.
Toronto M5G 1E2
416-965-5596

This office is the depository for all money, *mortgages* and *securities* which are paid into, or lodged with, the Supreme Court of Ontario. These monies, mortgages and securities are received, and disbursed or released pursuant to judgments and *orders* of the *Supreme Court of Ontario,* and in accordance with the *Judicature Act* and other relevant statutes. Where monies are in court to the credit of infants, this office administers the funds until the age of majority of the *children.*

AFFIRMATIVE ACTION PROGRAM ATT GEN 7
416-965-7502

The Affirmative Action Program Manager develops and coordinates the Ministry's affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

AUDIT SERVICES BR ATT GEN 8
416-965-4223

Responsible for the Ministry's audit functions which include review and appraisal of ministry accounting, financial and operational controls. The Branch also administers the Defaulted Fines Control Centre (part of the driver's licence suspension system established under the Highway Traffic Act) which is described separately.

DEFAULTED FINES CONTROL CENTRE ATT GEN 9
416-965-3711

The *Defaulted Fines Control Centre* monitors court orders suspending *drivers' licences* for non-payment of *fines* and provides information about the fine(s) which caused the suspension and procedures to clear it. The Centre may be contacted by telephone in Toronto at 965-3711 or by writing to 18 King St. E., 5th Flr., Toronto M5C 1C5.

FINANCE & SERVICES BR ATT GEN 10
416-965-1291

In addition to the usual financial management and accounting functions the Branch provides the Ministry with administrative services.

Accounting functions include payroll and expense account services, accounts payable, management of Ministry expenditures and revenues and financial liaison with Management Board, the Provincial Auditor and other government ministries and agencies.

Administrative services include purchasing of goods and services, printing and duplicating, mail and transportation services, records management, maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, and purchasing of commonly used supplies.

INFORMATION & COMPUTER SYSTEMS BR ATT GEN 11
416-965-0467

Provides a variety of systems development services related to the application of data processing and manual information systems. Assists the Ministry's program delivery areas through project management, feasibility studies and systems analysis, design and programming, including evaluation of computer software and hardware alternatives. Provides data collection and dissemination services to the Ministry.

NATIVE COURT WORKER PROGRAM ATT GEN 12
Ontario Federation of Indian Friendship Centres
234 Eglinton Ave. E.
Toronto M4P 1K5
416-484-1411

The Native Court Worker Program was initiated in 1972 by the Province of Ontario and the federal government to meet the needs of *Native peoples* who may be at a disadvantage when appearing before the *courts*. The *Ontario Federation of Indian Friendship Centres* is responsible for operating the program in 27 court worker offices throughout the province. To locate a court worker, contact the nearest Indian or Native Friendship Centre.

PERSONNEL MANAGEMENT BR ATT GEN 13
416-965-2552

Performs the *personnel* functions for the Ministry of the Attorney General. The Branch works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministry's personnel, payroll and employee benefit records. Provides liaison between the Ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU). The Branch coordinates the Ministry's *youth employment* program (965-6217).

PLANNING & EVALUATION BR ATT GEN 14
416-965-6618

Advises and assists Ministry program managers in developing and implementing *performance measurement* systems to ensure full use of resources and good service delivery through improved management and planning processes.

COURTS ADMINISTRATION DIVISION

COURTS ADMINISTRATION PROGRAM ATT GEN 15
416-965-5184

Courts Administration Program manages the Civil and Criminal *courts* in Ontario and is involved with the implementation of *French language services* in Ontario *courts*. Ensures the provision of adequate *administrative services* to *county and district courts, Surrogate Court* and *Supreme Court of Ontario* offices, including direction to *sheriffs* and *bailiffs,* court registrars and clerks (965-1524). Manages *small claims courts* and provides direction to *small claims* courts bailiffs and clerks (965-7945). Manages provincial (criminal and family) court offices (965-0916). Provides *courts* and office *accommodation* planning (965-8453). Handles court *reporting* services (965-2399). Regulates appointments of *justices of the peace, notaries public* and *commissioners* of *oaths* or *affidavits* (965-2848).

INQUIRY MANAGEMENT & APPOINTMENTS BR ATT GEN 16
416-965-7503

Assists *royal commissions* and *judicial inquiries* with logistical problems and advises them on administration and operational guidelines. Administers the *Blind Persons' Rights Act: blind* persons shall not be denied *accommodation,* services or facilities or experience *discrimination* because they keep or are being accompanied by a guide *dog*. The Branch issues an identification card with a picture of the *blind* person and the *dog,* upon written application, as proof of entitlement to the provisions of the act. The Branch coordinates activities relating to the *Public Institutions Inspection Act* which provides that a public institutions inspection panel composed of seven people, selected, sworn and their attendance recorded in the same manner as a jury panel, is convened twice a year. The panel inspects institutions funded by the Province and submits its report to a judge sitting in open court. Administers the Justice of the Peace, Notary Public, and Commissioner for taking Affidavits appointment programmes.

CRIMINAL LAW DIVISION

DIRECTOR OF CROWN ATTORNEYS ATT GEN 17
416-965-5879

The Director of Crown Attorneys supervises and coordinates the activities of the *crown attorneys* in the 49 counties and districts of the province (listed under Ministry of the Attorney General, Ontario Courts, ATT GEN 40). The Director provides consultation with crown attorneys on particular *criminal* matters and is responsible for the hiring of Crown Attorneys staff.

CROWN ATTORNEYS SYSTEM ATT GEN 18
416-965-4377

The crown attorneys are responsible for the conduct of prosecutions of *offences* in their

county or district under the *Criminal Code of Canada* and other federal statutes such as the *Juvenile Delinquents Act.* They also conduct prosecutions under such provincial statutes as the *Highway Traffic Act* and the *Liquor Licence Act.* The crown attorneys and their assistants exercise the Attorney General's discretionary powers with respect to prosecutions. They choose the appropriate charge on which to proceed, consider the release of prisoners pending *trial,* and conduct *trials* at all levels of court.

The crown attorneys also watch over private summary conviction prosecutions and intervene if the interests of the community require it. They represent the Crown in all summary conviction *appeals* held in the county or district courts. The crown attorneys act as counsel to the *coroners* during *inquests* and advise and inform the *police, lawyers* and the public on general matters related to the administration of justice.

The crown attorneys are also *clerks of the peace.* Clerks of the peace act as clerk of the *county court judge's criminal courts* and *courts of general sessions of the peace.* They retain court *exhibits* prior to trial; certify court *documents;* retain *indictments* and other court *records;* prepare court *orders* and *subpoenae;* prepare *probation* orders; examine applicants for *licences* for *bailiffs* and assistant bailiffs; prepare *bail* estreat lists and resulting *writs* of fifa; hold *bail* monies for disposition; investigate complaints against *bailiffs* and report results to CCR Registrar of Bailiffs; and collect *fines* imposed in the county courts.

Crown attorneys are listed in alphabetical order by county or district under the Min. of the Attorney General, Ontario Courts entry, ATT GEN 40.

CROWN LAW OFFICE CRIMINAL LAW — ATT GEN 19
416-965-0650

Is responsible for the preparation and argument of all *criminal appeals* in indictable offences in the province, whether the Crown is the respondent or the appellant. Conducts special prosecutions. The Branch deals with the judiciary, crown attorneys, the police and the public.

METRO TORONTO FORENSIC SERVICE — ATT GEN 20
1001 Queen St. W.
Toronto M6G 1H4
416-535-8501

Performs *psychiatric* assessments of persons who have been arrested due to *criminal* offences and are suspected of being *mentally ill.* Examinations are ordered by the court and conducted prior to bail. Also assesses and treats those persons who have demonstrated signs of mental illness while in jail awaiting trial. *METFORS* is funded by the Ministry of the Attorney General, staffed by professionals in the field and run by a board of representatives from the *Clarke Institute of Psychiatry* and the Ministries of the Attorney General, Health and Correctional Services. Located at 1001 Queen St. W. it primarily serves courts within the Judicial District of York; at times some cases are accepted from elsewhere.

RACIAL ATTACK ADVICE SERVICE — ATT GEN 21
416-366-3080

Racial Attack Advice Service provides advice by telephone to victims of racially-motivated *criminal offences,* including physical *assaults* where the police have not laid charges. Lawyers inform callers of their right to lay charges and the procedure to follow.

CIVIL LAW DIVISION

COMMON LEGAL SERVICES ATT GEN 22
416-965-2535

Common Legal Services is responsible for provision of *lawyers* to the ministries of the Ontario government. Coordinates and assists in general legal advice to these ministries. This office also functions as Chief Inquiry Officer under the *Expropriations Act,* appointing and providing liaison with inquiry officers throughout the province who hear concerns from the public on specific *expropriation* cases.

CROWN LAW OFFICE CIVIL LAW ATT GEN 23
416-965-2831

Provides the Ontario government with civil *litigation* in all levels of courts, boards and tribunals. Provides professional advice and legal opinions to all government ministries, agencies and tribunals on a variety of subjects involving interpretation of provincial *legislation.* Examines applications for *judicial review* to determine if an intervention will be made on behalf of the Attorney General. Deals with claims for and against the Crown. Answers inquiries from the public on statutes administered by this Ministry. Acts for the *Queen's Proctor* in *divorce* matters.

CROWN LAW OFFICE CONSTITUTIONAL LAW ATT GEN 24
416-965-6271

Advises all ministries on *constitutional* questions and reviews all *litigation* in Ontario courts and in the Supreme Court of Canada in which constitutional questions are raised. Where advisable, Division counsel appear in such litigation to represent the Attorney General as a party or intervenor, or to represent the concerned Ministry, as the case may be.

FAMILY LAW REFORM ACT 1978 ATT GEN 25

Family Law Reform Act, 1978 is intended to encourage and strengthen the role of the family in Ontario. It recognizes marriage as an equal partnership with each partner entitled to equitable division of assets and having equal responsibilities for the *support* of family dependants. The Act extends the rights and obligations of spousal *support* and child custody to certain couples who have cohabited in common law unions. Those who want to make their own arangements and to opt out of the scheme proposed by the Act may enter into domestic *contracts.* Under a companion statute, the *Children's Law Reform Act,* the status of *children* is improved by the abolition of the legal concept of illegitimacy. Copies of a pamphlet and a booklet with some detailed explanation of the law, including a copy of the Act, are available from the Ontario Government Bookstore at 880 Bay St., Toronto; or by writing to the Publications Centre, 880 Bay St., Toronto, Ontario, M7A 1N8.

OFFICIAL GUARDIAN BR ATT GEN 26
180 Dundas St. W.
Toronto M5G 1E4
416-965-1865

The *Official Guardian* represents the civil rights of persons under a legal disability usually *children* under 18 years of age or the *mentally incompetent,* as well as *unborn* and ab-

sentee persons. The Official Guardian also makes recommendations to the Court regarding the care, custody and maintenance of *children* in *divorce* cases, and provides legal representation for children in protection and custody cases.

PUBLIC TRUSTEE BR ATT GEN 27
145 Queen St. W.
Toronto M5H 2N8
416-362-1331

The *Public Trustee* Br manages *estates* of *mentally incompetent* persons (mainly those in *psychiatric* hospitals and facilities for the *retarded).* The Public Trustee may be appointed administrator of *estates* of Ontarians who die *intestate* without adult next-of-kin in Ontario and may manage such an estate as would a private trustee. The Public Trustee may also be appointed executor under a will. The Public Trustee is authorized to accept private trusts, powers of attorney, etc. Advises *charitable organizations* of legacies from *wills* and reviews operations of charities. Receives in trust assets of *corporations* undergoing dissolution. Authorized to receive funds in trust for perpetual care of *cemeteries.*

COURTS

SUPREME COURT OF ONTARIO ATT GEN 28
130 Queen St. W.
Toronto M5H 2N5
416-363-4101

The *Supreme Court of Ontario* consists of two divisions: the *High Court of Justice,* the trial division, and the *Ontario Court of Appeal,* which hears only *appeals* and is the highest court in the province. With certain exceptions, parties before the High Court may demand a trial by judge and *jury.* The *Divisional Court* is a division of the High Court with jurisdiction to hear certain *appeals.* The *Family Law Division* of the High Court (965-7418) handles *trials* of *divorce* actions and motions relating to disputes between husband and wife or parents and *children,* e.g., infant custody maintenance and/or *support.* There is a local office of the Supreme Court in every county or district (see list under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 40). The Divisional Court and Court of Appeal sit primarily in Toronto.

SUPREME COURT OF ONTARIO MASTER'S OFFICE ATT GEN 29
145 Queen St. W.
Toronto M5H 2N7
416-965-5578

The *masters* are judicial officers of the *Supreme Court of Ontario* who have jurisdiction to consider certain applications in proceedings in the Supreme Court. One of their tasks is the taxing or reviewing of lawyers' bills. Clients wanting to challenge fees charged by *lawyers* must go, with a copy of the bill, to the Supreme Court of Ontario within 30 days of receiving the bill or ask a judge for a time-extension. If the complaint is justified, the judge will issue an order to have the bill taxed. To initiate proceedings or launch *appeals* of a taxing officer's decision, contact: in Toronto, Weekly Court, Supreme Court of Ontario, 145 Queen St. W., Toronto M7H 2N7, 965-5541; in Ottawa, the Local Master, Supreme Court of Ontario, 2 Daly Ave., Ottawa K1N 6E2, 613-566-3751; in other areas,

the Local Registrar of the Supreme Court of Ontario (listed under Ontario Courts, Ministry of the Attorney General, ATT GEN 40).

SUPREME COURT OF ONTARIO REGISTRAR'S OFFICE — ATT GEN 30
130 Queen St. W.
Toronto M5H 2N5
416-965-5544

Supreme Court of Ontario Registrar's Office, Judicial District of York handles inquiries regarding cases commenced in this district, e.g. *Bankruptcy* (965-5573). For listing of *divorce* cases for *trials* contact 965-7419; for cases other than divorce contact 965-7416. The Office provides certified copies of court *documents,* e.g., final *divorce* decree (965-5563). Outside this Judicial District contact county or district Supreme Court Registrar. Although divorce and bankruptcy cases are filed with the provincial Supreme Court, these are governed by federal laws, the Canada Divorce Act and the Canada Bankruptcy Act, respectively. Questions about legal rights or requests for advice should be referred to a lawyer.

SUPREME COURT OF ONTARIO REPORTER'S OFFICE — ATT GEN 31
500 University Ave., Ste. 716
Toronto M5G 1W4
416-965-2824

Supreme Court of Ontario Reporter's Office supplies shorthand reporters who provide verbatim *reporting* services for the sittings of all *trials* in the Supreme Court of Ontario throughout the province. Also provides written *transcripts* of proceedings. With rare exceptions, court transcripts are available to anyone, for a fee. The Reporter's Office serves only the Supreme Court of Ontario; lower courts have their own staff.

SURROGATE COURT — ATT GEN 32
361 University Ave.
Toronto M5G 1X9
416-965-7314

Surrogate Court probates *wills* of persons who die testate (with a will), and letters of administration of persons who die *intestate* (without a will). Issues letters of *guardianship* of persons and/or the *estates* of *children.* Processes applications for the custody of *children.* The Surrogate Court also handles contested claims against *estates,* will *trials,* applications under the *Succession Law Reform Act* and *Proof in Solemn Form of Lost Wills.* Contact local Surrogate Court Registrar listed alphabetically by county or district under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 40.

COUNTY & DISTRICT COURTS — ATT GEN 33
400 University Ave.
Toronto M5G 1S5

County and district courts have jurisdiction in both *criminal* cases and civil cases, including *divorce.* In civil cases any amount in excess of $1000 may be claimed but the defendant can ask that the action be moved into the *Supreme Court of Ontario* if the amount is over $7500. Statutes under which the courts handle proceedings include: *Landlord and Tenant Act, Change of Name Act, Unconscionable Transactions Relief Act* (excessive cost

of *loans)* and *Mental Incompetency Act.* Persons rarely appear without legal counsel. In many cases either party may require trial by judge and *jury. Criminal* jurisdiction involves handling of *trials,* with or without *jury,* of all indictable offences with the exception of murder, piracy on the high seas and sedition.

Sheriffs in judicial districts and counties carry out the *orders* of the county and Supreme courts of Ontario and summon jurors for *jury* duty in these courts. Register and execute *writs* of execution (fieri facias or fifa) and serve *documents* on behalf of members of the legal profession and the public. Sheriffs also call the court to order and are in charge of the *county court house* (e.g., maintenance, security, etc.).

To locate a county or district court, see list under Ontario Courts, Ministry of the Attorney General, ATT GEN 40. In the list, county and district courts are headed 'Sheriff-County (or District) Court' and are arranged alphabetically by county or district.

PROVINCIAL COURTS CRIMINAL DIVISION ATT GEN 34
60 Queen St. W.
Toronto M5H 2M4

The Provincial Courts Criminal Division are presided over by judges appointed by the Lieutenant-Governor-in-Council. The Provincial Court Criminal Division renders the final disposition in approximately 95% of all cases under the *Criminal Code of Canada* and other federal statutes.

A person accused of an indictable offence which is not in the absolute jurisdiction of a judge of the Provincial Court and not one customarily tried before the Supreme Court of Ontario may elect to be tried before a Provincial Court judge or before a county or district court judge sitting either alone or with a jury. For *bail* procedures to release a person from custody, contact a justice of the peace of the appropriate court branch, or in Toronto, the Bail Office, at 965-7522.

Civil *marriages* are performed by justices of the peace and judges by special appointment only. In Toronto, civil marriages are performed Monday to Friday, appointments to be made in person and in advance (965-7227).

The Provincial Court (Criminal Division) holds sittings on a regular basis at approximately 140 locations throughout the province; a list showing the Court addresses and telephone numbers appears under Ministry of Attorney General, Ontario Courts, ATT GEN 40.

PROVINCIAL COURTS PROVINCIAL OFFENCES COURTS ATT GEN 35

The Provincial Offences Court was created by an amendment to the *Provincial Courts Act* effective March 31, 1980. This court is presided over by provincial judges and justices of the peace who render the final disposition in respect of *offences* under the Statutes of Ontario and *municipal* by-laws, excluding parking infractions.

The *Provincial Offences Act* replaces the *Summary Convictions Act* for the prosecution of all provincial offences, (e.g., those under the *Highway Traffic Act)* and municipal by-laws, excluding parking infractions. This Act provides a procedure for dealing with minor offences. The person charged may choose one of three options: a payment out of court, a plea of not guilty, or a plea of guilty with explanation. The Act also provides for proceed-

ings to be brought to court for more serious offences. Parking infractions continue under the Summary Convictions Act (for the present).

For questions about payment of *parking* tags issued by municipal police, contact the police directly since payment procedures vary throughout the province. Parking tags issued by the Metro Toronto Police are payable at any court office in Metro, or any bank in the province.

For inquiries on payment of *fines* following conviction and *driver's licence* suspension for non-payment of fines, call the Provincial Court, Criminal Division; in Toronto, call, 965-7537.

The Provincial Offences Court holds sittings on a regular basis at approximately 140 locations throughout the province. Addresses are the same as for the Provincial Courts (Criminal Division) and are listed under Min of Attorney General Ontario Courts, ATT GEN 40.

PROVINCIAL COURTS FAMILY DIVISION ATT GEN 36

Chief Judges Office
700 Bay St.
Toronto M5G 1Z6
416-965-3214

Provincial Courts Family Division deal with domestic relations law (custody of *children, support* orders for spouses, infants and destitute parents, and exclusive possession of a *matrimonial home);* child welfare (child protection and *adoption);* and *juvenile delinquency* (children between 7 and 16 years of age charged with *criminal* or regulatory offences). Provincial Judges who ordinarily preside over the Provincial Courts (Family Division) reconstitute their Courts as the *Provincial Courts (Criminal Division)* to try various intra-familial crimes (e.g., *incest,* family *assaults).*

Child protection proceedings are usually initiated by local children's aid societies. Police usually lay charges of *juvenile delinquency,* but any private citizen may lay a charge and prosecute.

There is a Court in each County, District or Judicial District, except for the Judicial District of Hamilton-Wentworth (see list under Ontario Courts, Ministry of the Attorney General, ATT GEN 40).

PROVINCIAL COURTS CIVIL DIVISION ATT GEN 37

Provincial Courts Civil Division replaces the *small claims* court in Toronto under a new system effective June 30th 1980. Courts will be able to handle claims up to $3000 and sit in the evenings. Lawyers' fees will be limited to $300. This system will be in effect until January 1, 1983, when it will be assessed and possibly extended to the whole province. For information on small claims courts in other parts of the province, see the Ministry's Small Claims Courts entry, ATT GEN 38.

SMALL CLAIMS COURTS ATT GEN 38

Small Claims Courts provide a convenient and inexpensive way of settling disputes over goods and services and collecting outstanding *debts* involving claims of up to $1000. Procedures are informal; lawyers are not required although their services may be used. Court staff may assist in entering or defending a claim. (In Toronto, the Provincial Courts Civil Division is replacing the small claims court at present. See the entry under

Min of the Attorney General, Provincial Courts Civil Division.) The small claims courts are listed alphabetically by county or district under the Ontario Courts entry, Ministry of the Attorney General, ATT GEN 40.

SMALL CLAIMS COURTS REFEREES ATT GEN 39
Judicial District of York & York Region
College Park, 444 Yonge St.
Toronto M5B 2H4
416-965-5591

Referees of the Small Claims Courts assist people with counselling on problems with *debts,* particularly with *summonses* and garnishments of *wages* before and after judgment. Those wanting this service must telephone for an appointment and bring complete information regarding income, expenses, debts and creditors.

There is a small claims court referee in each of the following judicial districts or counties: Algoma (located in Elliot Lake and Sault Ste. Marie), Cochrane (Timmins), Hamilton-Wentworth (Hamilton), Ottawa-Carleton (Ottawa), Middlesex (London), Sudbury (Sudbury), Thunder Bay (Thunder Bay), Timiskaming (Haileybury) and York & York Region (Toronto). For addresses and telephone numbers, see small claims court listings under Ontario Courts, Ministry of the Attorney General, ATT GEN 40.

ONTARIO COURTS ATT GEN 40

Ontario is administratively divided into judicial counties or districts. Below is a list of courts, grouped by the judicial counties or districts in which they are located. Courts are also listed in the blue pages of all telephone directories.

ALGOMA DISTRICT

Provincial Court (Criminal)
P.O. Box 187
Bruce Mines P0R 1C0
705-785-3767

Provincial Court (Criminal)
45 Hillside Drive N.
Elliot Lake P5A 1X5
705-848-2500

Eighth Small Claims Court
10 West Cul de Sac
Elliot Lake P5A 1B2
705-848-2383

Crown Attorney
Court House
Sault Ste. Marie P6A 5M8
705-949-4440

Sheriff-District Court
Court House
P.O. Box 550
Sault Ste. Marie P6A 5M8
705-253-3261

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Court House
Sault Ste. Marie P6A 5M8
705-254-6911

Provincial Court (Criminal)
Court House, P.O. Box 550
Sault Ste. Marie P6A 1Z7
705-254-6897

Provincial Court (Family)
Court House, P.O. Box 550
473 Queen St. E., Ste. 100
Sault Ste. Marie P6A 1Z5
705-253-3288

First Small Claims Court
Court House
Sault Ste. Marie P6A 5M8
705-253-5141

Third Small Claims Court
Box 251
11 Queen St.
Thessalon P0R 1L0
705-842-3642

Fourth Small Claims Court
Box 756
Wawa P0S 1K0
705-856-2872

BRANT COUNTY

Crown Attorney
Court House
Brantford N3T 2L9
519-752-3704

Local Registrar-Supreme Court
Court House
Brantford N3T 2L9
519-752-7828

Sheriff-County Court
Court House
Brantford N3T 2L9
519-752-5941

Provincial Court (Criminal)
102 Wellington Sq.
Brantford N3T 2M2
519-753-3121

Provincial Court (Family)
City Hall, 2nd Flr.
100 Wellington Sq.
Brantford N3T 2M2
519-752-6550/59

First Small Claims Court
34 Market St.
Brantford N3T 2Z5
519-753-0451

BRUCE COUNTY

Fifth Small Claims Court
Box 1621
Port Elgin N0H 2C0
519-832-2253

Crown Attorney
Court House
P.O. Box 460
Walkerton N0G 2V0
519-881-0432

Sheriff-County Court
Court House
Walkerton N0G 2V0
519-881-1772

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
Walkerton N0G 2V0
519-881-0211

Provincial Court (Criminal)
P.O. Box 39
Walkerton N0G 2V0
519-881-2333

Provincial Court (Family)
Court House
P.O. Box 578
Walkerton N0G 2V0
519-881-0613

First Small Claims Court
Court House
Box 430
Walkerton N0G 2V0
519-881-0211

Eighth Small Claims Court
Box 514
Wiarton N0H 2T0
519-534-1714

COCHRANE DISTRICT

Sheriff-County Court
Court House
Cochrane P0L 1C0
705-272-4256

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
P.O. Box 638
Cochrane P0L 1C0
705-272-4186

Provincial Court (Criminal & Family)
P.O. Box 2069
Cochrane P0L 1C0
705-272-4358

First Small Claims Court
Box 1360
Cochrane P0L 1C0
705-272-4151

Sixth Small Claims Court
Box 369
Iroquois Falls P0K 1E0
705-232-4374

Crown Attorney
No. 2, Drury St.
Kapuskasing P5N 1K8
705-335-6184

Fourth Small Claims Court
Box 182
Kapuskasing P5N 2Y3
705-335-6383

Crown Attorney
230A First Ave.
Timmins P4N 1H5
705-264-5234

Local Registrar-Supreme Court
48 Spruce St. N.
Timmins P4N 6M7
705-267-1449

Provincial Court (Criminal)
The 101 Mall, Ste. 125
38 Pine St. N.
Timmins P4N 6K6
705-264-2376

Provincial Court (Family)
The 101 Mall, 2nd Flr.
38 Pine St. N.
Timmins P4N 6K6
705-264-5228

Second Small Claims Court
47 Pine St. S.
Timmins P4N 2J9
705-264-3808

DUFFERIN COUNTY

Crown Attorney
Provincial Court Office
75 First St.
Orangeville L9W 2E7
519-941-4471

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
51 Zina St.
Orangeville L9W 1E5
519-941-4744

Provincial Court (Criminal & Family)
75 First St., 2nd Flr.
Orangeville L9W 2E7
519-941-5802

First Small Claims Court
21 First St.
Orangeville L9W 2C8
519-941-1392

Second Small Claims Court
R. R. #1
Shelburne L0N 1S0
519-925-5040

JUDICIAL DISTRICT OF DURHAM

Provincial Court (Criminal)
50 Centre St. S., 8th Flr.
Oshawa L1H 3Z8
416-723-5251

Provincial Court (Family)
44 Bond St. W.
P.O. Box 2216
Oshawa L1G 6R2
416-728-1623/4

Eighth Small Claims Court
Box 474, Station A
King & Park Plaza
249 King St. W.
Oshawa L1H 7L5
416-723-9332

Crown Attorney
Court House
P.O. Box 448
605 Rossland Rd. E.
Whitby L1N 5S4
416-668-8873

Sheriff-District Court
Court House
P.O. Box 446
605 Rossland Rd. E.
Whitby L1N 5S4
416-668-6808

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
P.O. Box 447
605 Rossland Rd. E.
Whitby L1N 5S4
416-668-8845

First Small Claims Court
400 Dundas St. W.
Ste. 205, P.O. Box 386
Whitby L1N 5S4
416-668-3624

Third Small Claims Court
8 Brock St. W., P.O. Box 340
Uxbridge L0C 1K0
416-852-7113

ELGIN COUNTY

Crown Attorney
Administration of Justice Bldg.
30 St. Catharines St.
St. Thomas N5P 2V8
519-631-1506

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
4-8 Wellington St.
St. Thomas N5R 2P2
519-631-3530

Provincial Court (Criminal)
P.O. Box 267
St. Thomas N5P 3T9
519-633-1230

Provincial Court (Family)
P.O. Box 327
St. Thomas N5P 3T9
519-633-2160/69

First Small Claims Court
2 Wellington St.
St. Thomas N5R 2P2
519-631-1241

ESSEX COUNTY

Second Small Claims Court
1389 Front Road S.
Amherstburg N9V 2M5
519-736-2667

Third Small Claims Court
24 Thorncrest, Box 40
Kingsville N9Y 2E8
519-733-2633

Crown Attorney
Ste. 610, West Court Place
251 Goyeau St.
Windsor N9A 6V2
519-253-1104

Sheriff-County Court
County Court House
245 Windsor Ave.
Windsor N9A 1J2
519-252-7209

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
245 Windsor Ave.
Windsor N9A 1J2
519-254-1159

Provincial Court (Criminal)
P.O. Box 607
Windsor N9A 6N4
519-254-2591

Provincial Court (Family)
250 Windsor Ave., 4th Flr.
Windsor N9A 6V5
519-254-2871

Seventh Small Claims Court
744 Ouellette Ave.
Windsor N9A 1C3
519-258-8751

FRONTENAC COUNTY

Crown Attorney
Court House
Kingston K7L 2N4
613-544-4511

Sheriff-County Court
Court House
Kingston K7L 2N4
613-548-3291

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
Kingston K7L 2N4
613-548-4484

Provincial Court (Criminal)
P.O. Box 400
181 Barrie St.
Kingston K7L 4W2
613-546-6687

Provincial Court (Family)
P.O. Box 981
469 Montreal St.
Kingston K7L 4X8
613-544-3223

First Small Claims Court
Court House
Kingston K7L 2N4
613-548-8248

Sixth Small Claims Court
Sharbot Lake K0H 2P0
613-279-2142

GREY COUNTY

Second Small Claims Court
R.R. #3, Box 103
Durham N0G 1R0
519-369-3505

Third Small Claims Court
Box 632
Meaford N0H 1Y0
519-538-1014

Crown Attorney
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-3199

Sheriff-County Court
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-7535

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-1461

Provincial Court (Criminal)
1133 2nd Ave. E.
P.O. Box 233
Owen Sound N4K 5P3
519-376-0185

Provincial Court (Family)
P.O. Box 206
Owen Sound N4K 5P3
519-371-1313

First Small Claims Court
880 2nd Ave. E.
Owen Sound N4K 2H3
519-376-6659

JUDICIAL DISTRICT OF HALDIMAND

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
Box 70
Cayuga N0A 1E0
416-772-5352

Provincial Court (Criminal & Family)
P.O. Box 399
Cayuga N0A 1E0
416-772-3818

Crown Attorney
Court House
Dunnville N1A 1N4
416-774-7451

Third Small Claims Court
205 Cross St. W.
Dunnville N1A 1N4
416-774-5859

JUDICIAL DISTRICT OF HALTON

Provincial Court (Criminal)
760 Brant St.
Burlington L7R 4B7
416-632-8811

Sixth Small Claims Court
548 Locust St., Box 384
Burlington L7R 3Y3
416-632-0680

Crown Attorney
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7291

Sheriff-District Court
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7285

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7281

Provincial Court (Family)
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7268

Provincial Court (Criminal)
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-4165

First Small Claims Court
Court House
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-6771

Provincial Court (Criminal)
P.O. Box 97
Oakville L6J 4Z5
416-845-6601

Second Small Claims Court
487 Kerr St.
Oakville L6K 3C6
416-845-7941

JUDICIAL DISTRICT OF HAMILTON-WENTWORTH

Crown Attorney
Court House
50 Main St. E.
Hamilton L8N 1E9
416-528-8774

Sheriff-District Court
Court House
50 Main St. E.
Hamilton L8N 1E9
416-522-1318

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
50 Main St. E.
Hamilton L8N 1E9
416-528-6708

Provincial Court (Criminal)
125 Main St. E.
Hamilton L8N 1G4
416-525-1840

County & District Courts
Unified Family Courts
100 James St. S.
Hamilton L8P 2Z3
416-525-1550

First Small Claims Court
P.O. Box 680
Hamilton L8N 3M6
416-522-9063

First Small Claims Court
Court House
50 Main St. E.
Hamilton L8N 1E9
416-527-0851

HASTINGS COUNTY

Twelfth Small Claims Court
Box 36
Bancroft K0L 1C0
613-332-3237

Crown Attorney
235 Pinnacle St.
Belleville K8N 3A9
613-962-0772

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
235 Pinnacle St.
Belleville K8N 3A9
613-962-9106

Provincial Court (Criminal)
15 Victoria Ave., 1st Flr.
Belleville K8N 1Z5
613-962-3468

Provincial Court (Family)
Century Place
Ste. 402, P.O. Box 906
Belleville K8N 5B6
613-968-6759

First Small Claims Court
117 Front St.
Belleville K8N 2Y6
613-962-2300

Sixth Small Claims Court
108 Forsyth St.
Marmora K0K 2M0
613-472-2501

Ninth Small Claims Court
80 Division St.
Trenton K8V 5S5
613-392-1655

HURON COUNTY

Fifth Small Claims Court
354 Edward St., Box 399
Exeter N0M 1S0
519-235-2781

Crown Attorney
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-9272

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-7322

Provincial Court (Criminal)
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-9342

Provincial Court (Family)
Court House
1 Court House Sq.
Goderich N7A 1M2
519-524-6742

First Small Claims Court
158 Keays St., Box 1
Goderich N7A 3N2
519-524-7112

Eighth Small Claims Court
351 Leopold St., Box 1
Wingham N0G 2W0
519-357-1196

KENORA DISTRICT

Provincial Court (Criminal & Family)
479 Government St.
P.O. Box 3000
Dryden P8N 3B3
807-223-2348

Crown Attorney
479 Government St.
P.O. Box 3000
Dryden P8N 3B5
807-223-3351

Third Small Claims Court
54 Eagle Dr., Box 636
Dryden P8N 2C9
807-223-2613

Crown Attorney
Court House
Kenora P9N 1S4
807-468-8292

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
Kenora P9N 1S4
807-468-6270

Provincial Court (Criminal)
Court House
Kenora P9N 1S4
807-468-6132

Provincial Court (Family)
Court House
Water St.
Kenora P9N 1S4
807-468-3353

First Small Claims Court
Court House
Kenora P9N 1S4
807-468-6270

Fifth Small Claims Court
Box 226
Red Lake P0V 2M0
807-727-2767

KENT COUNTY

Crown Attorney
Court House
21 Seventh St., 4th Flr.
Chatham N7M 4K1
519-352-2141

Sheriff-County Court
Court House
21 Seventh St., 3rd Flr.
Chatham N7M 4K1
519-352-7740

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
21 Seventh St., 3rd Flr.
Chatham N7M 4K1
519-354-4450

Provincial Court (Criminal)
21 Seventh St.
Chatham N7M 4K1
519-352-9070

Provincial Court (Family)
21 Seventh St., 1st Flr.
Chatham N7M 4K1
519-354-0622

First Small Claims Court
21 Seventh St., Box 205
Chatham N7M 5K3
519-354-0210

Fifth Small Claims Court
437 James St.
Wallaceburg N8A 2N8
519-627-1174

LAMBTON COUNTY

Fifth Small Claims Court
Box 719
Forest N0N 1J0
519-873-4671

Local Registrar-Supreme Court
Crown Attorney
Sheriff-County Court
County Court Clerk
Surrogate Registrar
Court House
700 Christina St. N.
Sarnia N7T 7N5
519-337-3265

Provincial Court (Criminal)
P.O. Box 2017
700 Christina St. N.
Sarnia N7T 7L1
519-336-8830

Provincial Court (Family)
700 Christina St. N.
Sarnia N7T 7N5
519-337-8713

First Small Claims Court
180 1/2 Christina St. N.
Sarnia N7T 5T9
519-337-6651

LANARK COUNTY

Third Small Claims Court
165 George St.
Carleton Place K7C 1Z4
613-257-1727

Crown Attorney
Court House
43 Drummond St. E.
Perth K7H 1G1
613-267-1900

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
43 Drummond St. E.
Perth K7H 3E2
613-267-2021

First Small Claims Court
Court House
Box 51
Perth K7H 3E2
613-267-2021

Provincial Court (Criminal & Family)
P.O. Box 31
Smiths Falls K7A 4S9
613-283-1906

Fourth Small Claims Court
12 Catherine St., Box 331
Smith Falls K7A 4T2
613-283-4420

UNITED COUNTIES OF LEEDS & GRENVILLE

Crown Attorney
County Court House
Brockville K6V 5T7
613-342-2034

Sheriff-County Court
County Court House
Brockville K6V 5T7
613-345-5895

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
613-342-2288

Provincial Court (Criminal & Family)
75 Water St. W.
P.O. Box 1360
Brockville K6V 5Y6
613-342-5003

First Small Claims Court
27 King St. E.
Brockville K6V 1A7
613-342-2833

Second Small Claims Court
146 King St. W.
Box 1270
Prescott K0E 1T0
613-925-2717

COUNTY OF LENNOX & ADDINGTON

Eighth Small Claims Court
Box 51
Kaladar K0H 1Z0
613-336-8952

Crown Attorney
41 Dundas St. W.
P.O. Box 158
Napanee K7R 1Z5
613-354-2144

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
97 Thomas St. E.
Napanee K7R 1L1
613-354-3845

Provincial Court (Criminal & Family)
P.O. Box 386
41 Dundas St. W.
Napanee K7R 3P5
613-354-5450

First Small Claims Court
35 Dundas St. E., Box 51
Napanee K7R 1H7
613-354-5243

MANITOULIN DISTRICT

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House, P.O. Box 265
Gore Bay P0P 1H0
705-282-2461

Provincial Court (Criminal & Family)
District Court House
P.O. Box 314
Gore Bay P0P 1H0
705-282-2531

First Small Claims Court
Court House
Gore Bay P0P 1H0
705-282-2461

Second Small Claims Court
Box 363
Little Current P0P 1K0
705-368-2284

Crown Attorney
Court House
Sudbury P3C 1T9
705-674-3151, Ext. 206

MIDDLESEX COUNTY

Crown Attorney
Court House
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7130

Sheriff-County Court
Court House
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7140

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7161

Provincial Court (Criminal)
80 Dundas St. E.
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7060

Provincial Court (Family)
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7090

First Small Claims Court
80 Dundas St. E.
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7017

Referee-Small Claims Court
470 Dundas St., Ste. 109
London N6B 1W3
519-433-4684

Third Small Claims Court
R. R. #2
Lucan N0M 2J0
519-227-4697

Second Small Claims Court
Parkhill N0M 2K0
519-294-6511

Sixth Small Claims Court
52 Frank St.
Strathroy N7G 2R4
519-245-1477

MUSKOKA DISTRICT

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
Bracebridge P0B 1C0
705-645-8793

Provincial Court (Criminal)
P.O. Box 1110
Bracebridge P0B 1C0
705-645-9838

Provincial Court (Family)
P.O. Box 159
Bracebridge P0B 1C0
705-645-2831

First Small Claims Court
Box 1821
Bracebridge P0B 1C0
705-645-2682

Crown Attorney
P.O. Box 449
Huntsville P0A 1K0
705-635-2262

Third Small Claims Court
36 King William St.
Huntsville P0A 1K0
705-789-5630

JUDICIAL DISTRICT OF NIAGARA NORTH

Fifth Small Claims Court
15 Main St. E., P.O. Box 293
Grimsby L3M 3G5
416-945-2756

Crown Attorney
P.O. Box 788
St. Catharines L2R 6Y3
416-685-4293

Sheriff-District Court
P.O. Box 277
St. Catharines L2R 6V9
416-685-7341

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
P.O. Box 727
St. Catharines L2R 6Y3
416-685-4284

Provincial Court (Criminal)
P.O. Box 1537
St. Catharines L2R 7J9
416-685-4856

Provincial Court (Family)
P.O. Box 536
210 King St., 2nd Flr.
St. Catharines L2R 6V9
416-685-7142

Second Small Claims Court
P.O. Box 574, 39 Queen St.
St. Catharines L2R 6W8
416-682-1560

JUDICIAL DISTRICT OF NIAGARA SOUTH

Provincial Court (Criminal)
P.O. Box 627
Niagara Falls L2E 6J5
416-354-2789

Fourth Small Claims Court
5415 Victoria Ave., Ste. 4
Niagara Falls L2G 3L1
416-356-3404

Crown Attorney
12 King St.
Welland L3B 3H9
416-732-1328

Sheriff-District Court
Court House
102 East Main St.
Welland L3B 3W6
416-734-6284

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
102 East Main St.
Welland L3B 3W6
416-735-0010

Provincial Court (Criminal)
40 Division St.
Welland L3B 3Z6
416-732-2493

Provincial Court (Family)
3 Cross St.
P.O. Box 383
Welland L3B 5P7
416-734-6198

First Small Claims Court
Court House, Box 612
Welland L3B 5R4
416-734-7417

NIPISSING DISTRICT

Crown Attorney
Court House
390 Plouffe St.
North Bay P1B 4G1
705-472-9230

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
North Bay P1B 4G1
705-472-7911

Provincial Court (Criminal)
P.O. Box 466
North Bay P1B 8J1
705-472-8120

Provincial Court (Family)
500 Main St. W.
North Bay P1B 2F4
705-472-2680

Third Small Claims Court
390 Plouffe St.
North Bay P1B 4G1
705-472-5860

First Small Claims Court
Box 238
Sturgeon Falls P0H 2G0
705-753-1090

JUDICIAL DISTRICT OF NORFOLK

Crown Attorney
Justice Bldg., Box 605
No. 3 Highway W.
Simcoe N3Y 4N4
519-426-5920

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
P.O. Box 308
Simcoe N3Y 4L2
519-426-6550

Provincial Court (Criminal)
P.O. Box 605
Simcoe N3Y 4N4
519-426-8330

Provincial Court (Family)
P.O. Box 605
Simcoe N3Y 4N4
519-426-8451

First Small Claims Court
Court House, Box 605
Simcoe N3Y 4N4
519-426-3447

NORTHUMBERLAND COUNTY

Third Small Claims Court
Box 97
Brighton K0K 1H0
613-475-0961

Fourth Small Claims Court
214 Front St., Box 538
Campellford K0L 1L0
705-653-4633

Crown Attorney
Court House
860 William St.
Cobourg K9A 3A9
416-372-5011

Sheriff-County Court
P.O. Box 517
Cobourg K9A 4L3
416-372-7812

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
P.O. Box 360
Cobourg K9A 4K8
416-372-3751

Provincial Court (Criminal)
1011 William St., Box 910
Cobourg K9A 4W4
416-372-0193/4

Provincial Court (Family)
Victoria Hall
55 King St. W.
P.O. Box 996
Cobourg K9A 2M2
416-372-0126

Second Small Claims Court
208 Division St.
Cobourg K9A 4L3
416-372-7153

First Small Claims Court
3 Jane St., Box 216
Port Hope L1A 3W3
416-885-8695

JUDICIAL DISTRICT, OTTAWA-CARLETON

Crown Attorney
County Court House
2 Daly Ave.
Ottawa K1N 6E2
613-566-3771

Sheriff-County Court
County Court House
2 Daly Ave.
Ottawa K1N 6E2
613-566-3781

Local Master-Supreme Court
2 Daly Ave.
Ottawa K1N 6E2
613-566-3702
Local jurisdiction only

Local Registrar
County Court Clerk
Surrogate Registrar
County Court House
2 Daly Ave.
Ottawa K1N 6E2
613-566-3751

Provincial Court (Criminal)
Rideau Trust Bldg., Rm 200
1 Nicholas St.
Ottawa K1N 7B7
613-566-3910

Provincial Court (Family)
1145 Bronson Place
Ottawa K1S 4H4
613-566-3828/9

Seventh Small Claims Court
306-56 Sparks St.
Ottawa K1P 5Z4
613-232-5408

OXFORD COUNTY

Crown Attorney
Court House
Hunter St.
Woodstock N4S 4G6
519-537-2611

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
P.O. Box 70
Woodstock N4S 7W5
519-539-6187

Provincial Court (Criminal)
Court House
Hunter St.
Woodstock N4S 4G6
519-537-2369

Provincial Court (Family)
Court House
Hunter St.
Woodstock N4S 4G6
519-537-2377

First Small Claims Court
461 Dundas St.
Woodstock N4S 1C2
519-537-8511

PARRY SOUND DISTRICT

Crown Attorney
Court House
Parry Sound P2A 1T7
705-746-2331

Sheriff-District Court
Court House
Parry Sound P2A 1T7
705-746-2421

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
P.O. Box 99
Parry Sound P2A 2X2
705-746-2361

Provincial Court (Criminal)
P.O. Box 455
Parry Sound P2A 2X5
705-746-4271/2

Provincial Court (Family)
88 James St.
Parry Sound P2A 1T9
705-746-8163

First Small Claims Court
89 James St.
Parry Sound P2A 1T7
705-746-5464

Seventh Small Claims Court
Box 239
South River P0A 1X0
705-386-2560

JUDICIAL DISTRICT OF PEEL

Crown Attorney
Court House
P.O. Box 548
Brampton L6V 2L7
416-457-5160

Sheriff-District Court
P.O. Box 548
Brampton L6V 2L7
416-457-5400

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
P.O. Box 8000
Brampton L6V 2M7
416-457-5040

Provincial Court (Criminal)
141 Clarence St.
Brampton L6W 3E6
416-451-7551

Provincial Court (Family)
P.O. Box 220
Brampton L6V 2L1
416-457-5020

First Small Claims Court
5 Moore Crescent
Brampton L6W 1W8
416-451-0121

Second Small Claims Court
470 Hensall Circle
Mississauga L5A 1W3
416-277-1583

PERTH COUNTY

Sixth Small Claims Court
595 Inkerman St. E.
Listowel N4W 1C7
519-291-1423

Crown Attorney
Court House
1 Huron St.
Stratford N5A 5S4
519-271-4020

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
P.O. Box 726
Stratford N5A 6V6
519-271-1850

Provincial Court (Criminal)
Admin. of Justice Bldg.
17 George St. W.
Stratford N5A 1A6
519-271-9252

Provincial Court (Family)
17 George St. W.
Stratford N5A 1A6
519-271-2670

First Small Claims Court
77 Downie St.
Stratford N5A 1W8
519-271-4940

PETERBOROUGH COUNTY

Crown Attorney
City Hall
500 George St. N.
Peterborough K9H 3R9
705-745-0583

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
Peterborough K9H 3M9
705-745-0583

Provincial Court (Criminal)
City Hall
500 George St. N.
Peterborough K9H 3R9
705-745-0583

Provincial Court (Family)
Court House
Warden's Walk
Peterborough K9H 3M3
705-745-0583

First Small Claims Court
Court House
Peterborough K9J 3G3
705-745-0583

UNITED COUNTIES OF PRESCOTT & RUSSELL

Seventh Small Claims Court
151 Main St., Rm. 35
Hawkesbury K6A 2H3
613-632-4282

Crown Attorney
Court House
L'Orignal K0B 1K0
613-675-4512

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
L'Orignal K0B 1K0
613-675-4567

Provincial Court (Criminal & Family)
Court House
L'Orignal K0B 1K0
613-675-4695

Tenth Small Claims Court
2560 Lalonde St., Box 298
Rockland K0A 3A0
613-446-4781

PRINCE EDWARD COUNTY

Crown Attorney
P.O. Box 720
Picton K0K 2T0
613-476-6267

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
Picton K0K 2T0
613-476-6236

Provincial Court (Criminal)
P.O. Box 640
Picton K0K 2T0
613-476-2606

Provincial Court (Family)
P.O. Box 640
Picton K0K 2T0
613-476-2410

First Small Claims Court
54 Bowery St., Box 155
Picton K0K 2T0
613-476-2390

RAINY RIVER DISTRICT

Fourth Small Claims Court
Box 1656
Atikokan P0T 1C0
807-597-4570

Crown Attorney
P.O. Box 338
Fort Frances P9A 3M7
807-274-9825

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
Fort Frances P9A 3M7
807-274-5961

Provincial Court (Criminal & Family)
P.O. Box 336
Fort Frances P9A 3M7
807-274-9832/3

First Small Claims Court
Court House, Box 8
Fort Frances P9A 3M5
807-274-5961

RENFREW COUNTY

Fourth Small Claims Court
242 Bell St.
Arnprior K7S 2R6
613-623-5471

Seventh Small Claims Court
Killaloe Station K0J 2A0
613-757-2050

Crown Attorney
220 Pembroke St. E.
Pembroke K8A 6X3
613-732-2261

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
297 Pembroke St. E.
Pembroke K8A 3K2
613-732-2541

Provincial Court (Criminal & Family)
415-417 Pembroke St. W.
P.O. Box 218
Pembroke K8A 6X3
613-735-0697

First Small Claims Court
207 Renfrew St.
Pembroke K8A 5S2
613-732-9771

Third Small Claims Court
259 Raglan St.
P.O.Box 386
Renfrew K7V 4A6
613-432-3193

SIMCOE COUNTY

Eighth Small Claims Court
46 Centre St. S., Box 706
Alliston L0M 1A0
705-435-9645

Crown Attorney
Court House
Barrie L4M 1M1
705-728-1221, Ext. 57

Sheriff-County Court
Court House
114 Worsley St.
Barrie L4M 1M1
705-728-1221

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
Barrie L4M 1M1
705-728-1221, Ext. 20

Provincial Court (Criminal)
Court House, 30 Poyntz St.
P.O. Box 284
Barrie L4M 1M1
705-728-1221, Ext. 46/47/48/49

Provincial Court (Criminal)
19 Front St. N.
Orillia L3V 4R6
705-326-2671

Provincial Court (Family)
P.O. Box 184
Barrie L4M 4T2
705-728-1221, Ext. 35/36/37/38

First Small Claims Court
Court House
Barrie L4M 1M1
705-728-4181

Fourth Small Claims Court
649 Hurontario St.
Collingwood L9Y 2N6
705-445-4240

Sixth Small Claims Court
104 Borland St.
Orillia L3V 2B7
705-326-4251

UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY

Second Small Claims Court
26 Bishop St.
Alexandria K0C 1A0
613-525-1841

Crown Attorney
County Court House
26 Pitt St.
Cornwall K6J 3P2
613-932-5903

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
County Court House
26 Pitt St.
Cornwall K6J 3P2
613-932-1290

Provincial Court
(Criminal & Family)
P.O. Box 56
Cornwall K6H 5R9
613-933-7500

Third Small Claims Court
Court House
Box 1294
Cornwall K6H 5V4
613-932-1224

Sixth Small Claims Court
167 Davis St.
Iroquois K0E 1K0
613-652-4521

Provincial Court (Criminal)
P.O. Box 858
Morrisburg K0C 1X0
613-543-2193

Tenth Small Claims Court
461 Gladstone St.
P.O. Box 13
Winchester K0C 2K0
613-774-3374

SUDBURY DISTRICT

Fifth Small Claims Court
Town Hall, Box 584
Chapleau P0M 1K0
705-864-0712

Provincial Court (Criminal)
Town Hall, Box 584
Chapleau P0M 1K0
705-864-0712

Provincial Court (Criminal)
100 Tudhope St.
Espanola P0P 1C0
705-869-4334

Third Small Claims Court
Town Hall
Espanola P0P 1C0
705-869-1150

Crown Attorney
Court House
Sudbury P3C 1T9
705-675-4155, Ext. 206

Sheriff-District Court
Court House
Sudbury P3C 1T9
705-675-4158

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Court House
Sudbury P3C 1T9
705-675-4162

Provincial Court (Criminal)
Court House
155 Elm St. W.
Sudbury P3C 1T9
705-675-4171

Provincial Court (Family)
40 Larch St., 2nd Flr.
Sudbury P3E 5M7
705-675-4231

First Small Claims Court
38 Larch St.
Sudbury P3C 5M7
705-675-4164

THUNDER BAY DISTRICT

Seventh Small Claims Court
Box 90
Beardmore P0T 1G0
807-875-2075

Fifth Small Claims Court
Box 39
Geraldton P0T 1M0
807-854-1488

Sixth Small Claims Court
Box 224
Marathon P0T 2E0
807-229-1383

Second Small Claims Court
29 First Ave.
Nipigon P0T 2J0
807-887-3618

Fourth Small Claims Court
Box 234
Schreiber P0T 2S0
807-824-2495

Crown Attorney
Court House
277 Camelot St.
Postal Station P
Thunder Bay P7A 4B3
807-475-1565

Sheriff-District Court
Court House
277 Camelot St.
Thunder Bay P7A 4B3
807-475-1525

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Court House
277 Camelot St.
Thunder Bay P7A 4B3
807-475-1575

Provincial Court (Criminal)
1805 Arthur St. E., 2nd Fl.
Postal Station F
Thunder Bay P7E 5N7
807-475-1335

Provincial Court (Family)
1805 Arthur St. E., 1st Fl.
Postal Station F
Thunder Bay P7E 5N7
807-475-1365

Third Small Claims Court
Court House
277 Camelot St.
Thunder Bay P7A 4B3
807-344-5801

TIMISKAMING DISTRICT

Third Small Claims Court
Box 147, 13 Seventh St.
Englehart P0J 1H0
705-544-8185

Crown Attorney
Court House
P.O. Box 248, 393 Main St.
Haileybury P0J 1K0
705-672-3308

Local Registrar-Supreme Court
District Court Clerk
Surrogate Registrar
Sheriff-District Court
Court House
Haileybury P0J 1K0
705-672-3321

Provincial Court (Criminal)
Court House
Haileybury P0J 1K0
705-672-3395

First Small Claims Court
Box 1360
Haileybury P0J 1K0
705-672-3606

Provincial Court (Family)
P.O. Box 253
Kirkland Lake P2N 3H7
705-567-9381

Fourth Small Claims Court
Box 217
Kirkland Lake P2N 3H7
705-567-7060

Provincial Court (Criminal)
P.O. Box 217
Kirkland Lake P2N 3H7
705-567-7060

VICTORIA COUNTY (INCLUDING PROVISIONAL COUNTY OF HALIBURTON)

Second Small Claims Court
Box 209
Haliburton K0M 2S0
705-457-1732

Crown Attorney
26 Peel St.
P.O. Box 672
Lindsay K9V 4W9
705-324-3440

Local Registrar Office
County Court Clerk
Surrogate Registrar
Sheriff-County Court
County Court House
Francis St., P.O. Box 484
Lindsay K9V 4S5
705-324-2542

Provincial Court (Criminal)
79 Russell St. W.
Lindsay K9V 4R8
705-324-5302

Provincial Court (Family)
79 Russell St. W.
Lindsay K9V 4R8
705-324-2425

Fifth Small Claims Court
59 Victoria Ave. N.
Lindsay K9V 4G4
705-324-4251

JUDICIAL DISTRICT OF WATERLOO

Provincial Court (Criminal)
12 Ainslie St. S.
Cambridge N1R 3K1
519-621-9220

Third Small Claims Court
120 Main St.
Cambridge (Galt) N1R 1V7
519-623-0170

Crown Attorney
Court House
20 Weber St. E.
Kitchener N2H 1C3
519-576-4300

Sheriff-District Court
Court House
20 Weber St. E.
Kitchener N2H 1C3
519-742-1334

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
20 Weber St. E.
Kitchener N2H 1C3
519-745-9373

Provincial Court (Criminal)
200 Frederick St., Ste. 1000
Kitchener N2H 6P1
519-745-9476

Provincial Court (Family)
Court House
200 Frederick St.
Kitchener N2H 6N9
519-576-9110

First Small Claims Court
58 Scott St.
Kitchener N2H 2R1
519-745-8063

WELLINGTON COUNTY

Eighth Small Claims Court
344 Smith St., Box 27
Arthur N0G 1A0
519-848-2205

Fourth Small Claims Court
230 Queen St. W.
Fergus N1M 1S8
519-843-1644

Crown Attorney
Court House
74 Woolwich St.
Guelph N1H 3T9
519-822-1031

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Sheriff-County Court
Court House
P.O. Box 247
Guelph N1H 6J9
519-824-4100

Provincial Court (Criminal)
36 Wyndham St. S.
Guelph N1H 6J9
519-836-2501

Provincial Court (Family)
36 Wyndham St.
P.O. Box 244
Guelph N1H 6J9
519-822-7961

First Small Claims Court
25 Douglas St.
Guelph N1H 2S7
519-822-0131

Eleventh Small Claims Court
Box 329
Mount Forest N0G 2L0
519-323-4358

JUDICIAL DISTRICT OF YORK

Crown Attorney
1000 Finch Ave. W.
Downsview M3J 2V5
416-663-5550

Provincial Court (Criminal)
1000 Finch Ave. W.
Downsview M3J 2V5
416-663-5440

Crown Attorney
80 The East Mall
Etobicoke M8Z 5X6
416-252-7895

Provincial Court (Criminal)
80 The East Mall
Etobicoke M8Z 5X6
416-252-7891

Provincial Court (Family)
160 Silverhill Dr.
Etobicoke M9B 3W7
416-236-2553

Etobicoke Traffic Tribunal
80 The East Mall
Etobicoke M8Z 5X6
416-252-7883

Crown Attorney
1911 Eglinton Ave. E.
Scarborough M1L 2L3
416-757-2886

Provincial Court (Criminal)
1911 Eglinton Ave. E.
Scarborough M1K 2W5
416-757-3686

Provincial Court (Family)
1911 Eglinton Ave. E.
Scarborough M1K 2W5
416-755-9200

Scarborough Traffic Tribunal
1911 Eglinton Ave. E.
Scarborough M1K 2W5
416-757-3657

Ninth Small Claims Court
2222 Eglinton Ave.
Scarborough M1K 2M4
416-755-3651

Registrar-Supreme Court
130 Queen St. W.
Osgoode Hall
Toronto M5H 2H5
416-363-4101

Local Registrar-Supreme Court
145 Queen St. W., 1st Flr.
Toronto M5H 2N9
416-965-5544

Chief Supreme Court Reporter
Supreme Court
500 University Ave., Rm. 716
Toronto M5G 1V7
416-965-2334

Sheriff-District Court
Court House
361 University Ave., Rm. 311
Toronto M5G 1T5
416-965-7261

Surrogate Registrar
Court House
361 University Ave., Rm. 104
Toronto M5G 1X9
416-965-7314

County Court Clerk
Court House
361 University Ave., Rm. 110
Toronto M5G 1T4
416-965-7351

Coordinator and Judges Secretary
361 University Ave., Rm. 334
Toronto M5G 1T4
416-965-7372

Clerk of the Peace
361 University Ave., Rm. 241
Toronto M5G 1T5
416-965-7277

County Court Reporters
361 University Ave., Rm. 315
Toronto M5G 1T3
416-965-7369

Crown Attorney
18 King St. E., 3rd Flr.
Toronto M5C 1C5
416-965-4377

Crown Attorney
Court House
361 University Ave., Rm. 101
Toronto M5G 1Y1
416-965-7338

Provincial Court (Criminal)
Metropolitan Toronto
60 Queen St. W.
Toronto M5H 2M4
416-965-7523

Provincial Court (Criminal)
2265 Keele St.
Toronto M6M 3Z7
416-248-3705

Provincial Court (Criminal)
College Park
444 Yonge St., 2nd Flr.
Toronto M5B 2H4
416-965-7504

Keele Traffic Tribunal
Driving Improvement Centre
2265 Keele St.
Toronto M6M 3Z7
416-248-7167

Provincial Court (Family)
311 Jarvis St.
Toronto M5B 2C4
416-963-0677

Small Claims Courts
College Park
444 Yonge St., 2nd Flr.
Toronto M5B 2C4
416-965-5591

First Small Claims Court
444 Yonge St., 2nd Flr.
Toronto M5B 2H4
416-598-2824

Eighth Small Claims Court
2265 Keele St., Ste. 209
Toronto M6M 5B8
416-249-8251/2/3

Provincial Court (Criminal)
47 Sheppard Ave. E.
Willowdale M2N 5X6
416-226-5440

Provincial Court (Family)
47 Sheppard Ave. E.
Willowdale M2N 5X6
416-226-5030

North York Traffic Tribunal
47 Sheppard Ave. E.
Willowdale M2N 5X6
416-226-5657

Twelfth Small Claims Court
47 Sheppard Ave. E., 3rd Flr.
Willowdale M2N 5X5
416-225-4846

JUDICIAL DISTRICT OF YORK REGION

Crown Attorney
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-8212

Sheriff-District Court
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-898-5221

Local Registrar-Supreme Court
County Court Clerk
Surrogate Registrar
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-898-5441

Provincial Court (Criminal)
Court House
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-2395

Provincial Court (Family)
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-8661/2

First Small Claims Court
50 Eagle St. W., 4th Flr.
Newmarket L3Y 6B1
416-895-4291

Third Small Claims Court
550 Markham Road & Bayview
R. R. #1
Richmond Hill L4C 4X7
416-884-3833

Second Small Claims Court
Box 7
Sutton West L0E 1R0
416-722-5118

AGENCIES

ONTARIO LAW REFORM COMMISSION ATT GEN 41
416-965-4761

The *Ontario Law Reform Commission* inquires into any matter relating to law reform,

the administration of justice, judicial and quasi-judicial procedures. To carry out these functions the Commission conducts legal *research* and reports recommendations for remedial *legislation* to the Attorney General. Commission reports are available at the Ontario Government Bookstore, 880 Bay St., M7A 1N8, 965-2054.

ONTARIO LEGAL AID PLAN ATT GEN 42
Provincial Director's Office
145 King St. W., 10th Flr.
Toronto M5H 3L7
416-361-0766

Ontario Legal Aid Plan (OLAP) is operated by the *Law Society of Upper Canada* for the Attorney General. The *Ontario Legal Aid Act* ensures that no one shall be denied the services of *lawyers* for lack of money. Every Ontario resident and, in certain cases non residents, may apply for legal aid. Qualification is based on need. The local Community and Social Services office investigates an applicant's finances and reports to the Legal Aid Area Director as to whether the applicant pays nothing, a portion, or all costs of the legal aid applied for. The OLAP also administers *grants* to clinics providing legal services to the community and contributes to the operation of student legal aid societies in five Ontario law schools. General information on OLAP is available from the main office above. To apply for legal aid, contact local OLAP office listed under Legal Aid in the white pages of local telephone directories.

ADMINISTRATIVE TRIBUNALS

ASSESSMENT REVIEW COURT ATT GEN 43
80 Bloor St. W.
Toronto M5S 1L9
416-965-7574

The Assessment Review Court hears complaints against *real property assessment* and *business* assessment, the basis of *municipal taxation* in Ontario. Hears appeals on the refusal of municipal clerks to amend *school* support lists for school board taxation, applications for the cancellation, reduction or refund of municipal taxes, and applications for increasing municipal taxes where manifest errors have been made in the collectors' roll. For further information on real property assessment, see Min of Revenue, Assessment Field Operations Branch, REVENUE 20. Contact Municipal Office locally for questions on property taxation and rates. For assessment complaints, contact Regional Registrar of Assessment Review Court at one of these offices:

Ass't Registrar
85 Great Northern Road
Sault Ste. Marie P6B 4Y8
705-949-5280

Regional Registrar
Central, Georgian Bay
and Lake Huron Area
713 Davis Dr., Ste. 303
Newmarket L3Y 2R3
416-895-1274
(Simcoe, York, Halton,
Peel)

Regional Registrar
Eastern Area
2378 Holly Lane, Rm. 208
Ottawa K1V 7P1
613-731-7166
(Ottawa-Carleton, Prescott & Russell, Stormont, Dundas & Glengarry, Lanark, Leeds & Grenville, Renfrew, Frontenac, Lennox & Addington, Hastings, Prince Edward, Northumberland)

Regional Registrar
Grand River/Niagara Area
678 Main St. E., Ste. 303
Hamilton L8M 1K2
416-549-4173
(Brant, Dufferin & Wellington, Waterloo, Niagara, Haldimand-Norfolk, Hamilton-Wentworth)

Regional Registrar
Lake Ontario Area
277 George St. N., Ste. 207
Peterborough K9J 3G9
705-743-7960
(Peterborough, Victoria, Haliburton, Durham)

Regional Registrar
Municipality of
Metropolitan Toronto
80 Bloor St. W., Ste. 701
Toronto M5S 1L9
416-965-6826

Regional Registrar
Northern Area
Northgate Shopping Centre
Ste. 300
North Bay P1B 2H3
705-474-1612
(Nippissing, Muskoka, Parry Sound, Cochrane, Timiskaming, Manitoulin, Algoma, Kenora, Rainy River, Thunder Bay, Sudbury)

Regional Registrar
Southwestern Area
426 Third St., 1st Flr.
London N5W 4W6
519-453-6660
(Elgin, Bruce, Grey, Middlesex, Oxford, Kent, Lambton, Essex, Huron, Perth)

BOARD OF NEGOTIATION — ATT GEN 44
439 University Ave.
Toronto M5G 1Y8
416-965-2867

The *Board of Negotiation* may act as a mediator to negotiate a settlement when *real property* is expropriated and no agreement can be reached on *compensation* for the *expropriation*. Either the property owner or the expropriating authority can request the services of the Board of Negotiation.

BOARD OF VALUATION — ATT GEN 45
439 University Ave.
Toronto M5G 1Y8
416-965-2867

Where a power exercised under the *Power Corporation Act* does not constitute an expropriation or injurious affection, *compensation* shall be paid to the *real property* owner for all damage, and when no agreement is arrived at as to the amount of compensation to be paid to the owner, the Board of Valuation shall determine compensation for such property damage. If either the owner or the power corporation is dissatisfied with the amount fixed, *appeals* may be made to the *Ontario Municipal Board.*

CRIMINAL INJURIES COMPENSATION BOARD ATT GEN 46
439 University Ave., 17th Floor
Toronto M5G 1Y8
416-965-4755

Provides *compensation* to eligible applicants when a person is injured or killed in Ontario, as the result of an unprovoked act of *criminal* violence.

LAND COMPENSATION BOARD ATT GEN 47
10 King St. E.
Toronto M5C 1C3
416-965-1012

Determines *compensation* for *land* taken either through *expropriation* by a statutory authority or through consent to arbitration under Ontario legislation, for damages for injurious affection to land caused by a statutory authority, for personal and business damages, and for disturbance damages. The Land Compensation Board provides information on arbitration proceedings for compensation and related matters.

ONTARIO MUNICIPAL BOARD ATT GEN 48
180 Dundas St. W.
Toronto M5G 1E5
416-965-1912

The *Ontario Municipal Board* performs a quasi-judicial function in the implementation of sound municipal development and *land use planning*. Hears applications for approval of *zoning* by-laws, *official plans* and plans of *subdivisions* referred by the Ministry of *Housing* and *appeals* as provided under the *Planning Act* and under the *Assessment Act*. The Ontario Municipal Board supervises certain financial and other affairs of *municipalities* with respect to applications for capital expenditures and the issuance of orders creating, altering or dissolving *municipalities*.

CIVIL SERVICE COMMISSION

Frost Bldg. S.
Toronto M7A 1Z5
(Location Exceptions Noted)

The Civil Service Commission is a board appointed under the Public Service Act. The Board, composed of a full-time Chairman and six part-time Commissioners, is responsible for the administration of the Act. The Chairman, assisted by the staff of the Civil Service Commission is responsible for providing personnel advice to the Chairman of the Management Board of Cabinet, preparation of Government wide personnel policies and monitoring ministries' adherence to policies.

CHAIRMAN'S OFFICE

ADMINISTRATIVE SERVICES BR — CIV SERV 1
416-965-1463

Provides and coordinates administrative services to the Civil Service Commission and also provides some coordinated services on behalf of the Commission to the ministries.

The *Civil Service Commission Secretariat* (965-5768) coordinates activities regarding Civil Service Commission and management meetings. Also acts as the liaison unit with the Management Board Secretariat for presentations by the Commission staff to the Management Board. Provides administrative support to the Civil Service Commission Chairman, the Commissioners and committee members by preparing agendas and position papers, maintaining records of Commission decisions and researching background information.

The *Charity Trust Office* (965-6489) coordinates campaigns for voluntary contributions of Ontario government employees in support of these *charitable organizations:* the United Way, the Canadian Cancer Society and the Ontario Heart Foundation. Establishes blood donor clinics for Ontario government employees in the Toronto area. (In other areas employees usually take part in local community arrangements.)

Financial & Program Analysis Section (965-5404) provides budgetary services through advice, analysis and control.

The Ministry *Library* at 151 Bloor St. W., 9th Floor (965-7096) maintains reference sources on *personnel* administration and management. The Branch operates the Ministry *reading room* on the 3rd Floor of Frost Building South to provide public access to all Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry.

Manual of Administration Section (965-4768) edits, publishes and distributes *manuals* on policies of the Commission (Personnel matters) to all managers through their ministries.

Personnel Data Systems Section (965-1401) provides technical advice and operational support on systems applications connected with service-wide *personnel* records and analyses of such records and related data.

Personnel Services & Affirmative Action Section (965-2065) provides the Commission and Management Board Secretariat with services, advice and decisions on *personnel* administration. The Manager coordinates the affirmative action program for the Commission.

Staff Services Section (965-5761) supports the *Quarter Century Club* for *Ontario Public Service employees* with 25 or more years of service, including superannuates, and organizes yearly banquets across Ontario for club members.

ADMINISTRATIVE SERVICES BR CHAPLAINCY CIV SERV 2
151 Bloor St. W., 9th Floor
Toronto M5S 1S4
416-965-3733

The Chaplaincy Section coordinates policies and procedures relating to the provision of *chaplaincy* services in ministries with institutions. Provides liaison between these ministries on a provincial and regional basis.

ADMINISTRATIVE SERVICES BR COMMUNICATIONS CIV SERV 3
151 Bloor St. W., 9th Floor
Toronto M5S 1S4
416-965-5621

The Communications and Publicity Section produces *TOPICAL,* a semi-monthly paper which is distributed to Ontario civil servants including pensioners. *JOB MART,* a second paper containing information on *job* openings within the *Ontario Public Service* is produced as an insert in TOPICAL and as a separate publication on intervening weeks. The Section also handles *job* advertising in the press for all Ontario government ministries. Advises Commission staff on *publications* and related matters.

PERSONNEL AUDIT BR CIV SERV 4
416-965-2091

Personnel Audit Br provides a continuing internal audit of the application of formal *personnel* administration requirements in the *Ontario Public Service* as a service to senior management in the Commission, and in ministries. Its findings and recommendations serve as a basis for administrative action as required.

PUBLIC SERVICE APPEAL BOARDS CIV SERV 5
180 Dundas St. W.
Toronto M5G 1Z8
416-598-0688

The *Public Service Grievance Board* and the *Public Service Classification Rating Committee* (965-1455) are tribunals which hear *appeals* about grievances of non-bargaining *Ontario Public Service employees* regarding discipline, dismissal, working conditions, job classification. The *Crown Employees Grievance Settlement Board* (598-0688) hears grievances arising in bargaining units represented by the *Ontario Public Service Employees Union* (OPSEU), the *Ontario Liquor Boards Employees Union,* the *Canadian Union of Public Employees (Workmen's Compensation Board, Ontario Housing).* The *Ontario Public Service Labour Relations Tribunal* (598-0688) hears *appeals* re union representation, jurisdiction, union dues, bargaining units, etc., and generally administers the *Crown Employees Collective Bargaining Act.* Ad hoc arbitration boards hear and adjudicate disputes between *employees* and *unions.*

SENIOR APPOINTMENTS AND COMPENSATION CIV SERV 6
416-965-5435

The *Senior Appointments and Compensation Office* provides staff support services for the *Senior Appointments Advisory Committee* and *Senior Manpower Planning Subcommittees*. Implements all aspects of recruitment, appointments, compensation, classification and *career* development for *Ontario Public Service* executive categories.

STAFF RELATIONS DIVISION

STAFF RELATIONS DIVISION CIV SERV 7
416-965-2002

The *Staff Relations Division* represents the Crown as the employer in all *collective bargaining* in the *Ontario Public Service*. Determines and coordinates policy on *labour relations* for all ministries. Collects, analyzes and exchanges *statistics* and other data on *employment* and compensation *(pay* policy) practices in the public and private sectors.

RECRUITMENT BR POLICY SECTION CIV SERV 8
416-965-1483

The *Recruitment Br, Policy Section* develops, implements, administers and monitors *Ontario Public Service (OPS) employees* recruitment and staffing, and staffing control policies and procedures. The Section assists in the placement of surplus *Ontario Public Service employees* and analyzes *statistics* on the staff strength of the OPS.

RECRUITMENT BR STAFFING SECTION CIV SERV 9
416-965-6081

The *Recruitment Br, Staffing Section* (Main Floor, Frost Bldg. S., Queen's Park) provides staffing or recruitment services for the ministries, agencies, boards and commissions of the Ontario government and an *employment* service to the public. Services to ministries include hiring *personnel* administrators, advice and help in special staffing situations involving *employment* of the *disabled,* placement of *employees* returning to work from extended sick leave *(Long Term Income Protection)* and advice on special education or work programs. Also maintains a *Central Human Resources Inventory,* a file of qualified *job* applicants for use by ministries to fill vacancies. Services to the public include *employment* information and advice (those qualified are placed on the CHRI) and the provision of *job* information to secondary and post-secondary *schools.* Operates the Government of Ontario Temporary *(GO Temporary) employment* program. Provides temporary employees upon request, pays the employees and charges the ministry for the service. Qualified persons will be registered and placed in available temporary jobs.

RECRUITMENT BR TRAINING SECTION CIV SERV 10
416-965-1483

The *Recruitment Br, Training Section* designs, develops and delivers a comprehensive program of training in the staffing process for *personnel* administrators and line managers of the *Ontario Public Service.* Topics covered include developing selection criteria for *employees,* writing job advertisements, designing rating and ranking systems, developing interview questions and interview skills.

STAFF DEVELOPMENT BR CIV SERV 11
151 Bloor St. W.
Toronto M5S 1S4
416-965-3935

The Branch has four sections. The Career Counselling Section (965-9604) provides career counselling to *Ontario Public Service employees* in Toronto and selected regional locations. It complements each ministry's *career counselling* program.

The Planning and New Programs Section (965-7095) advises the ministries, Civil Service Commission and Management Board on human resources *(manpower)* planning, development policies and programs and the *quality of working life.*

The Staff Development Services Section (965-1438) identifies staff development needs of *Ontario Public Service employees.* Develops and conducts appropriate learning experiences, e.g. courses, consulting projects, to meet these needs and evaluates the effectiveness of this training. Courses and seminars are held at the *Staff Development Centre,* at Kempenfeldt Bay, Barrie (705-728-2321) and other suitable training locations in the province.

The French Language Services Section (965-6353) provides *French* language training to *Ontario Public Service employees.* Coordinates exchanges of Ontario government *employees* with Quebec and administers the *Ontario-Quebec Summer Student Exchange* program. Facilitates the participation of public servants in out-of-province *French* training programs. Also assists ministries in recruitment of bilingual staff.

COMPENSATION DIVISION

BENEFITS POLICY BR CIV SERV 12
416-965-9419

The *Benefits Policy Br* develops, recommends, implements and maintains policies with respect to *pensions* and benefit programs for *Ontario Public Service (OPS) employees.* Coordinates public sector pension plans and activities of committees monitoring pension escalation fund and *insurance* programs. Assists Staff Relations Div in negotiating employee benefits in the OPS. Produces, updates and distributes information on benefits and pensions to all civil servants. For questions regarding administration of *benefit plans* call respective ministry personnel branch, or Employee Benefits Branch, Ministry of Government Services, 965-6861.

CLASSIFICATION BR CIV SERV 13
416-965-1022

The *Classification Br* administers the *classification* of all non-executive positions in the *Ontario Public Service* (OPS) except those of senior executives. Develops policy and standards for classification of *Ontario Public Service employees.* Conducts a training program offering courses and seminars on *pay* policy and other compensation for *personnel* administrators and program managers in the *Ontario Public Service.*

PAY POLICY AND ADMINISTRATION BR CIV SERV 14
416-965-6086

The *Pay Policy and Administration Br* makes recommendations to the Commission on *pay* policy concerning *Ontario Public Service employees.* Develops, for approval by Man-

agement Board and in conjunction with Staff Relations Division, the government's objectives in negotiations with *Ontario Public Service Employees Union* (OPSEU) covering pay. Recommends pay revisions for management classes and develops the technology used in the maintenance of pay determination processes, monitoring and cost forecasting systems.

COMPENSATION

SPECIAL COMPENSATION & TRAINING CIV SERV 15
416-965-3056

Special Compensation and Training provides advice and consultation on special compensation *(pay* policy) issues with government ministries and agencies. Provides training for personnel officers and line managers in compensation.

MINISTRY OF COLLEGES & UNIVERSITIES

Mowat Block, 900 Bay St.
Queen's Park, Toronto M7A 1L2
(Location Exceptions Noted)

The Ministry of Colleges and Universities administers support funds to 15 provincially-assisted universities, Ryerson Polytechnical Institute and the Ontario College of Art. It supports 22 community colleges and industrial training and apprenticeship programs and administers student assistance programs.

ADMINISTRATION AND FINANCE DIVISION

STUDENT AWARDS BR MCU 1
416-965-5241

Student Awards Br has many student awards programs that offer *financial assistance* in the form of *loans, grants* or *bursaries* to Ontario *students* studying at colleges and universities. Administers four plans based on financial need under the *Ontario Student Assistance Program (OSAP): Ontario Study Grant Plan, Canada Student Loans Plan, Ontario Student Loans Plan* and *Ontario Special Bursary*. The Branch also awards *fellowships* or *scholarships* for outstanding university graduate work: The *Ontario Graduate Scholarship,* The *Sir John A. Macdonald Graduate Fellowship, Ontario-Quebec Exchange Fellowship* and The *Queen Elizabeth II Ontario Scholarships.* Has programs for students and *teachers* for bilingual study: *Fellowships for Studying in French, Teacher's Summer Bursary, French Language Instructional Units Teacher's Bursary* Program (Winter Session), *Summer Language Bursary Program* and *Second-language Monitor Program.* Students should apply through the Financial Aid Office located at the post-secondary institution of their choice. For private or out-of-province institutions, contact this Branch.

UNIVERSITY AFFAIRS DIVISION

TEACHER EDUCATION BR MCU 2
416-965-5477

Approves and reviews programs of both pre-service and in-service teacher education offered by faculties of education. Sets policy concerning regulations relating to *certification* of *teachers,* vice-principals, principals and supervisory officers. Administers Supervisory Officer's examinations and Principals' Courses.

UNIVERSITY RELATIONS BR MCU 3
416-965-2827

University Relations Branch is responsible for administering the provincial *grants* to Ontario *universities*. The Branch administers the operating grants formula; develops and analyzes policy proposals with reference to university operations, physical resources and their funding; implements policy decisions; acts as liaison with the *Ontario Council on University Affairs* and maintains government-university relations in general. Answers inquiries about university admissions policies and about highly qualified *manpower* supply and demand. Publishes the *Operating Formula Manual* for use by university administrators. Coordinates *health* sciences *education* programs in *colleges,* universities, and other institutions (965-5543).

COLLEGE AFFAIRS & MANPOWER TRAINING DIVISION

APPRENTICESHIP BR MCU 4
900 Bay St., 9th & 12th Flr.
Toronto M7A 2B5
416-965-4201

The Branch is involved in training men and women for *employment* in *industry* through apprenticeship, including both in-school and on-the-job training, and modular training (some training programs are organized into units or modules; an individual is given credit for each module sucessfully completed). The Branch operates under the *Apprenticeship and Tradesmen's Qualification Act.* Regulations under the Act set standards and conditions of training for regulated trades. Compulsory trade *certification* is required for the following *trades:* construction (e.g. *electricians, plumbers, refrigeration and air conditioning mechanics, sheet metal workers, steamfitters);* motive power trades (e.g. *motor vehicle mechanics, auto body repairers;* and service trades (e.g. *hairstylists).* Certification is voluntary for many other regulated trades (e.g. *carpenters, machinists, tool and die makers, mouldmakers).* The Branch is involved with some 31,000 active apprentices, 12,000 modular trainees, and 200,000 licensed tradesmen.

Industrial Training Consultants provide *vocational counselling* services, speak to various interested groups, maintain contact with trainees, employers, unions, and schools. Eleven regions are sub-divided into geographic areas for a total of 29 offices throughout the Province.

Enforcement Officers ensure compliance with the provisions of the Apprenticeship and Tradesmen's Qualification Act.

Contact local Apprenticeship office listed below or refer to the blue pages of a local telephone directory for toll-free number from an area.

Ontario Government Building
114 Worsley St.
Barrie L4M 1M1
705-737-1431

Loyalist College
Pioneer Building
Wallbridge Loyalist Road
Belleville K8P 1Z3
613-968-8671

Canada Manpower Centre
98 Manitoba St.
P.O. Box 1351
Bracebridge P0B 1C0
705-645-8643

City Hall, Room 229
100 Wellington Square
Brantford N3T 2M3
519-756-5197

7 King St., 2nd Flr.
Brockville K6V 5V1
613-342-5481

St. Clair College
Thames Campus
P.O. Box 2017
Chatham N7M 5W4
519-354-9100

St. Lawrence College
Mille Roches Hall
801-4th Street E.
Cornwall K6H 2K2
613-938-9702

499 King St. E.
Hamilton L8N 1E1
416-527-9105

37 Main St. S.
Kenora P9N 1S8
807-468-3325

Ontario Government Building
1055 Princess St., Ste. 306
Kingston K7L 5T3
613-544-2542

520 First St., Unit 19
London N5V 3C6
519-453-7190

1500 Fisher St.
Northgate Plaza
North Bay P1B 2H3
705-474-5546

132 Allan St.
Oakville L6J 3N5
416-842-2454

Durham College
Adult Training Centre
P.O. Box 385
Oshawa L1H 7L7
416-576-0171

1355 Bank St., Ste. 406
Ottawa K1H 8K7
613-731-7100

Georgian College
1150-8th Street E.
Room 119
P.O. Box 700
Owen Sound N4K 5R4
519-376-5790

Algonquin College
315 Pembroke St. E.
P.O. Box 203
Pembroke K8A 6X3
613-735-3911

306 George St. N.
Peterborough K9J 3H2
705-743-4172

Niagara College
Wellandvale Campus
Room A-233
St. Catharines L2R 7A7
416-684-8543

1323 Exmouth St.
Ste. 203
Sarnia N7S 3Y1
519-542-7705

421 Bay St., 4th Flr.
Station Tower
Sault Ste. Marie P6A 1X3
705-942-4420

Cambrian College
1400 Barrydowne Road
Room 3152
Sudbury P3A 3V8
705-675-4481

1265 East Arthur St.
West Arthur Place, 4th Flr.
Thunder Bay P7E 6E7
807-475-1605

20 Wilcox St.
Timmins P4N 3K6
705-264-2354

558 Yonge St.
Toronto M4Y 1Z1
416-965-4211
(Central)

558 Yonge St.
Toronto M4Y 1Z1
416-965-6462
(East)

558 Yonge St.
Toronto M4Y 1Z1
416-965-0219
(West)

421 King St. N.
Waterloo N2J 4E4
519-884-5460

1427 Ouellette Ave., 2nd Flr.
Windsor N8X 1K1
519-254-8654

COLLEGE AFFAIRS BR MCU 5
416-965-5375

College Affairs Branch is responsible for planning and policy formulation and implementation for the *Colleges* of Applied Arts and Technology (CAATs), often called community colleges. The Branch coordinates and administers the development of post-secondary and adult *education* programs through CAATs and allocates *grants* to the colleges. The colleges work closely with Canada Employment Centres in providing *vocational* training for adults. For information about courses, contact local colleges or the Federal Program Section of College Affairs Branch at 965-0707. The Branch also acts as the secretariat for the *Ontario Council of Regents for CAATs.*

MANPOWER TRAINING BR MCU 6
416-965-6161

Manpower Training Br encourages and assists employers, unions, community colleges and secondary schools to establish *vocational* training programs in skilled occupations. It encourages the creation of *Community Industrial Training Committees* (CITCS) which assess community needs for employment of skilled *manpower* and develop training programs. *Financial assistance* programs include *Employer Sponsored Training* (EST), *Canada Manpower Industrial Training Program* (CMITP) and *Training in Business and Industry (TIBI).* The Branch consults on the implementation of the *Linkage Program,* which enables secondary school *students* to obtain advanced credits towards *certification* in a skilled occupation. It ensures the effective use of *research* into future needs for skilled workers and acts as a clearinghouse of printed and *audio-visual* materials on skills training. The Branch is also responsible for the *Ontario Career Action Program (OCAP),* a *youth employment* program which assists unemployed youth (ages 16-24) to prepare for employment, primarily in the private sector (965-0668).

AGENCIES

COLLEGE RELATIONS COMMISSION MCU 7
111 Avenue Rd., Ste. 400
Toronto M5R 3J8
416-922-7679

College Relations Commission was established in 1975 to oversee the *collective bargaining* process between the *Ontario Council of Regents for CAATs* (Colleges of Applied Arts and Technology) and the *Ontario Public Service Employees Union* representing both academic and support staff. The Commission monitors and assists in negotiations, supervises staff votes and advises the Lieutenant Governor in Council when a stike or lockout is jeopardizing student education.

ONTARIO COUNCIL OF REGENTS FOR CAATs MCU 8
416-965-4234

Ontario Council of Regents for CAATs evaluates the effectiveness of *Colleges* of Applied Arts and Technology (CAATs); provides policy guidelines; approves requests for new programs; approves master plans and their modifications; reviews college multi-year

plans; establishes salaries, wages, and terms and conditions of employment for college staffs; establishes *collective bargaining* policy for academic and support staffs; and appoints the Boards of Governors. The Council has a full-time executive secretary but additional secretariat services are provided by MCU College Affairs Branch.

ONTARIO COUNCIL ON UNIVERSITY AFFAIRS MCU 9
700 Bay St.
Toronto M5G 1Z6
416-965-5233

The Ontario Council on University Affairs (OCUA) advises the Minister of Colleges and Universities and the Lieutenant Governor in Council on matters concerning the 15 provincially-assisted *universities, Ryerson Polytechnical Institute,* the *Ontario Institute for Studies in Education,* the *Ontario College of Art,* and the *Bar Admission Course (Law Society of Upper Canada).*

MINISTRY OF COMMUNITY & SOCIAL SERVICES

Hepburn Block, 80 Grosvenor St.
Toronto M7A 1E9
(Location Exceptions Noted)

The Ministry of Community and Social Services provides programs and services for families, including adults and children, senior citizens, the handicapped (those with physical, emotional or educational handicaps), the mentally retarded, and those in financial need. It makes available various kinds of assistance to people in the above categories through local governments, private agencies and charitable organizations. The Ministry's involvement varies and may include funding, developing programs, setting guidelines, consulting, licensing and supervision. At the time of writing, the Ministry was in the process of implementing a major re-organization which is scheduled to be in place by April, 1981.

DEPUTY MINISTER'S OFFICE

SENIOR ADVISOR TO THE MINISTER — COMSOC 1

The Senior Advisor to the Minister will provide high level liaison, analysis and follow-up, on behalf of the Minister and the Deputy, with the Ministry's service users. The Advisor will advise the Minister on a regular basis, will undertake special investigations and issue resolutions, and will provide senior liaison with Ministry interest groups.

FEDERAL-PROVINCIAL RELATIONS COORDINATION — COMSOC 2

This Office, to be headed by an Executive Coordinator, is being formed so that the Ministry can pursue a more strategic approach in influencing the process and framework for *federal-provincial* negotiations and also so that the Ministry can examine the roles of all three levels of government in the organization and delivery of social services. This Office will undertake a review, with the federal counterparts, of *federal-provincial* cost-sharing agreements and constitutional policy issues. The Executive Coordinator will also examine alternate mechanisms which might be established to review the issues of the roles, financing, organization and delivery of social services.

COMMUNICATIONS BR — COMSOC 3
416-965-7825

The Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials. Also, it provides assistance (e.g. consultation, publications, *films,* slide/tape programs, displays, etc.) to the public, municipalities and social agencies to explain programs.

FRENCH LANGUAGE SERVICES — COMSOC 4
416-965-9794

The French Language Services Coordinator implements within this Ministry the government's policy on French language services (the provision of such services to the Franco-Ontarian public).

LEGAL SERVICES BR COMSOC 5
416-965-5147

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

OPERATIONS DIVISION
CHILDREN'S AND ADULTS' SERVICES

OPERATIONS DIVISION, CHILDREN'S AND ADULTS' SERVICES COMSOC 6
416-965-7683

Headed by an Assistant Deputy Minister, the Operations Division is responsible for the delivery of all existing children's and adults' services programs within this Ministry. Operations services include all decentralized program delivery structures plus centralized operational support planning and control mechanisms. Decentralized service delivery will be undertaken through the Regional Directors and Area Managers in the Ministry's regional, area and local offices, and through all provincially run facilities (i.e., those for the mentally retarded, the training schools, and observation and detention homes for children). The functions of the Regional Directors and the area offices plus the four executive positions supporting the Assistant Deputy Minister of Operations (Executive Coordinator, Institutions; Director, Income Maintenance Decentralization Project; Director, Program Information; Director, Operational Support) are described individually in the entries that follow.

INSTITUTIONS, COORDINATION COMSOC 7
416-965-6231

The Executive Coordinator of Institutions, functioning centrally from Queen's Park, will support the Assistant Deputy Minister of Operations in matters of administrative and developmental program standards, overall consistency in management and professional methods, and coordination of operational planning and the 'hotel function' (i.e., food service, laundry, housekeeping, power plant, etc.) in the institutions.

The institutions (which include facilities for the mentally retarded, training schools and juvenile observation and detention homes for children) report to the Regional Director of each region. An Institutions Coordinator is located in each regional office to assist the Regional Director in the provision of planning and support mechanisms, program and management directions, and operational priorities and planning.

The training schools and juvenile observation and detention homes for children are listed under the Juvenile Corrections Program entry (COMSOC 27). The services for the mentally retarded and their families are delivered through 17 government-operated facilities (listed below), 10 community/board-operated facilities, and four diagnostic and assessment centres.

The Operations Division provides a comprehensive range of treatment and training programs and services in facilities for persons with developmental disabilities. It supports

and promotes the development of community programs and accommodation alternatives to encourage integration of the developmentally handicapped into society.

Assessment and diagnostic services for the community are offered in addition to crisis intervention, parent relief, residential care, *nursing* and *medical* care, and treatment programs. The facilities operate behavior modification programs and other highly specialized services and offer programs of instruction for parents and staff in the care and training of the mentally retarded. Specialized programs of research and education into the causes, prevention and treatment of mental retardation are conducted and supported. Skills training workshops are offered in a number of facilities. Recreational and social activities as well as a full range of consulting and advisory services to support the daily operations and management of facilities for the *mentally retarded* are provided.

The Division has funding responsibility for four diagnostic and assessment centres located at Hamilton, Ottawa, Sudbury, and Windsor. For specific information about residential and other services within one of the four Ontario regions, contact the Regional Directors listed below. The mental retardation facilities in each region which are owned and operated by the Ministry are also listed below.

CENTRAL REGION

Regional Director (Adults')
110 Eglinton Ave. W.
Toronto M4R 2C9
416-965-0112

Regional Director (Children's)
110 Eglinton Ave. W.
Toronto M4R 2C9
416-965-0112

Adult Occupational Centre
Edgar
P.O. Box 12000
Barrie L4M 4W3
705-728-6910

Pine Ridge
P.O. Box 130
Aurora L4G 3H3
416-364-6269

Huronia Regional Centre
P.O. Box 1000
Orillia L3V 6L2
705-326-7361

Surrey Place Centre
2 Surrey Place
Toronto M5S 2C2
416-925-5141

NORTHERN REGION

Regional Director
1473 Queen St. E., 2nd Flr.
Sault Ste. Marie P6A 1Z6
705-949-8252

Muskoka Centre
P.O. Box 280
Gravenhurst P0C 1G0
705-687-2201

Northwestern Regional Centre
580 Algoma St. N.
Box 3270
Thunder Bay P7B 5J8
807-345-0576

SOUTHEASTERN REGION

Regional Director
336 Alfred St.
Kingston K7L 3S5
613-549-5932

St. Lawrence Regional Centre
Box 1050
Brockville K6V 5W7
613-345-1461

D'Arcy Place
709 D'Arcy Street
P.O. Box 110
Cobourg K9A 4L5
416-372-3341

Prince Edward Heights
P.O. Box 449
Picton K0K 2T0
613-476-2105

Rideau Regional Centre
P.O. Box 2000
Smiths Falls K7A 4T7
613-283-2990

Durham Centre for the Developmentally Handicapped
Box 613
Whitby L1N 5S9
416-668-7745

SOUTHWESTERN REGION

Regional Director
1195 Dufferin Ave., 5th Flr.
London N6A 1K7
519-438-8344

Oxford Regional Centre
P.O. Box 310
Woodstock N4S 7X9
519-539-1251

Southwestern Regional Centre Cedar Springs
P.O. Box 1000
Blenheim N0P 1A0
519-676-5431

Bluewater Centre
P.O. Box 71
Goderich N7A 3Y8
519-524-7331

Childrens Psychiatric Research Institute (C.P.R.I.)
P.O. Box 2460
Terminal A
London N6A 4G6
519-471-2540

Midwestern Regional Centre
P.O. Box 400
Palmerston N0G 2P0
519-343-2015

St. Thomas Adult Rehabilitation and Training Centre (START)
P.O. Box 2052
St. Thomas N5P 3X1
519-633-4081

INCOME MAINTENANCE DECENTRALIZATION PROJECT — COMSOC 8
2195 Yonge St., 10th Flr.
Toronto
416-965-2648

This Project coordinates the ongoing decentralization of the Family Benefits Program delivery function from the head office to the area offices.

OPERATIONAL SUPPORT BR — COMSOC 9
700 Bay St., 9th Flr.
Toronto

This Branch provides operational and support services to the Assistant Deputy Minister of Operations, as well as support services to the Ministry's regional, area and local offices and municipally- and agency-delivered social service programs.

Operations responsibilities include program coordination and supervision of the regions.

Adoption Coordinator (965-2802) coordinates provincial, national and international *adoptions* services and prepares the syndicated newspaper column, *Today's Child,* as an adoption aid (965-6559).

Support services include *financial assistance* to community-based community support programs. The community support programs include *debt* and *credit* counselling services, *family counselling* services, *homemakers* and *nursing* services, half-way houses for *alcoholics,* former *inmates* or ex-offenders and the socially disadvantaged, and support services for physically *disabled* adults in designated projects. For information and services relating to specific programs, contact the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

PROGRAM INFORMATION BR COMSOC 10

This Branch will provide an internal conduit for quick responses to many important and contentious operational issues which arise from questions in the Legislature, from the press and from other contacts within the Minister's, the Deputy Minister's and the Assistant Deputy Ministers' offices.

REGIONAL ORGANIZATION COMSOC 11
CHILDREN'S AND ADULTS' OPERATIONS

The Ministry's designation of Ontario under four regions (North, Southeast, Southwest and Central) will continue to exist. While directorships for both children's and adults' services have been integrated in the North, Southeast and Southwestern regions, the Central Region will continue in the interim to function under separate Children's and Adults' Services Regional Directors; this is in recognition of the particular complexities of the Central Region and also to ensure that during the continued development of children's programs, there is a clearly identified focus for children (since the majority of head offices of agencies, professional and federated associations and interest groups are located in the Central Region). It is anticipated that the administration of the Central Region will eventually be changed to parallel the other three regions.

The Regional Directors provide general management (including resource allocation) and coordination for all Ministry-run and Ministry-funded programs within their four geographic areas. They carry out this responsibility by coordinating the activities of the area offices (which function separately as adults' services or children' services area offices), the local offices for adults' services and all provincially-run facilities (i.e., facilities for the mentally retarded, the training schools and observation and detention homes for children). Twenty-four area offices (12 adults' and 12 children's) and 71 Adults' Services local offices deliver or fund all Ministry programs with the exception of provincially-run facilities.

Programs that are delivered by the Adults' Services area and local offices include: Family Benefits, Vocational Rehabilitation Maintenance Allowances, Handicapped Children's Program, General Welfare Assistance, Work Incentive Program, Employment Programs, Mental Retardation Community Programs for adults and Senior Citizens' Program. These programs, along with the Soldiers' Aid Commission, are described individually in the entries that follow.

Programs that are delivered by the Children's Services area offices include: Child Welfare (Children's Aid Societies), Day Nurseries, Children's Institutions, Probation and Aftercare services for children (Juvenile Corrections), Children's Mental Health Servic-

es, and Mental Retardation Community Programs for children. These programs, along with the Child Abuse Program, are described individually in the entries that follow.

The Ministry's regional, area and local offices are listed below.

CENTRAL REGION

Regional Director, Adults' Services
110 Eglinton Ave. W., 3rd. Flr.
Toronto M4R 2C9
416-965-0112 3-1010

Regional Director, Children's Services
110 Eglinton Ave. W., 3rd Flr.
Toronto M4R 2C9
416-481-5156

Barrie Area Office, Adults'
70 Collier St.
Box 910
Barrie L4M 4Y6
416-737-1311

Local Office, Adults'
168 Hurontario St.
Box 155
Collingwood L9Y 2M2
705-445-4461

Local Office, Adults'
265 First St.
Box 398
Midland L4R 3N8
705-526-3744

Local Office, Adults'
80 Colbourne St. W.
Orillia L3V 2Y7
705-325-7408

Peel Local Office, Adults'
90 Dundas St. W., 2nd Flr.
Mississauga
416-276-7670

York Local Office, Adults'
251 Edward St.
Aurora L4G 3M7
416-727-3156

Toronto Area Ofice, Adults'
110 Eglinton Ave. W., 5th Flr.
Toronto M4R 2C9
416-965-8449
416-965-5103 (Senior Citizens)

Local Office, Adults'
110 Eglinton Ave. W., 4th Flr.
Toronto M4R 2C9
416-965-5895
416-965-5103 (Senior Citizens)
(Northwest)

Local Office, Adults'
252 Parliament St.
Toronto M5A 3A4
416-362-6111
416-965-5103 (Senior Citizens')
(Southeast)

Local Office, Adults'
1911 Eglinton Ave. E.
Toronto M1L 2L6
416-750-3516
416-965-5103 (Senior Citizens)
(Northeast)

Local Office, Adults'
121 Kennedy Ave., 2nd Flr.
Toronto M6S 2X8
416-968-3258
416-965-5103 (Senior Citizens)
(Southwest)

Area Office, Children's Services
110 Eglinton Ave. W.
Toronto M4R 2C9
416-481-5156 (Regional)
416-965-9943 (Area)
(Serves Toronto Area)

Area Office, Children's Services
70 Collier St. W.
4th & 5th Flr.
Barrie L4M 4Y6
705-737-1311
(Peel, Simcoe, and York)

SOUTHWEST REGION

Regional Director
195 Dufferin Ave., 5th Flr.
London N6A 1K7
519-438-8344

Hamilton Area Office, Adults'
110 Main St. E., 40th Flr.
Hamilton L8N 3N9
416-526-9300

Local Office, Adults'
7 Charlotte St.
Brantford N3T 5W7
519-756-5790

Local Office, Adults'
5017 Victoria Ave.
Niagara Falls L2E 4C9
416-357-0363

Local Office, Adults'
345 Lakeshore Road E., Ste. 214
Oakville L6J 1J5
416-844-1221

Local Office, Adults'
110 James St.
Box 176
St. Catharines L2R 6S4
416-688-3022

Local Office, Adults'
266 Division St.
Welland L3B 4A4
416-735-6510

London Area Office, Adults'
495 Richmond St., 6th Flr.
London N6A 5A9
519-438-5111

Local Office, Adults'
101 Union St.
Simcoe N3Y 2A6
519-426-9350

Local Office, Adults'
380 Hibernia
Stratford N5A 5W3
519-271-1530

Local Office, Adults'
306 Talbot St.
St. Thomas N5P 1B6
519-631-3032

Local Office, Adults'
199 Josephine St.
Wingham N0G 2W0
519-357-3370

Waterloo Office, Adults'
Waterloo Square
75 King St. S., 5th Flr.
Waterloo N2J 1P2
519-886-4700

Local Office, Adults'
150 Main St., 3rd. Flr.
Cambridge N1R 6P9
519-623-1230

Local Office, Adults'
15 Yarmouth St.
Guelph N1H 4G2
519-822-7500

Local Office, Adults'
945 3rd Ave. E.
Owen Sound N4K 5R4
519-376-1951

Local Office, Adults'
1 Victoria St.
Walkerton N0G 2V0
519-881-0977

Windsor Area Office, Adults'
250 Windsor Ave., 1st Flr.
Windsor N9A 6V9
519-254-1651

Local Office, Adults'
40 Centre Square
Chatham N7M 5W3
519-352-5040

Local Office, Adults'
18 Selkirk Ave.
Leamington N8H 3B3
519-326-2511

Local Office, Adults'
177 Russell St. N.
Sarnia N7T 6R5
519-337-3246

Area Office, Children's Services
195 Dufferin Ave.
London N6A 1K7
519-438-8344 (Regional)
519-438-8387 (Area)
(Elgin, Essex, Haldimand-Norfolk, Huron, Kent, Lambton, Middlesex, Oxford & Perth)

Area Office, Children's Services
499 King St. E., 2nd Flr.
Hamilton L8N 1E1
416-525-6431
(Brant, Halton, Hamilton-Wentworth, Wellington-Waterloo, Bruce, Dufferin, Grey & Niagara)

SOUTHEAST REGION

Regional Director
336 Alfred St.
Kingston K7L 3S5
613-549-5932

Kingston Area Office, Adults'
1055 Princess St., Ste. 103
Kingston K7L 5T3
613-544-6206

Local Office, Adults'
Hasting Centennial Manor
Box 99
Bancroft K0L 1C0
613-332-3410

Local Office, Adults'
14 Bridge St. W.
Box 816
Belleville K8N 3B5
613-962-9562

Local Office, Adults'
97 Thomas St. E.
Napanee K7R 1L1
613-354-9447

Ottawa Area Office, Adults'
2197 Riverside Dr.
Pebb Bldg., Ste. 201
Ottawa K1H 7X3
613-737-5520

Local Office, Adults'
28 Main St. N.
Box 520
Alexandria K0C 1A0
613-525-3524

Local Office, Adults'
Opeongo Line, 2nd Flr.
Barry's Bay K0J 1B0
613-756-3506

Local Office, Adults'
51 King St. E.
Brockville K6V 1A7
613-345-1200

Local Office, Adults'
St. Isidore Rd.
Box 309
Casselman K0A 1M0
613-764-3115

Local Office, Adults'
132 Second St. E.
Box 1358
Cornwall K6H 5V4
613-932-3381

Local Office, Adults'
21 Nelson St.
Box 188
Hawkesbury K6A 1L4
613-632-8788

Local Office, Adults'
Old High School
Ottawa St.
Morrisburg K0C 1X0
613-543-2811

Local Office, Adults'
169 William St.
Pembroke K8A 1N7
613-732-2631

Local Office, Adults'
Box 37
Perth K7H 3E7
613-267-4200

Local Office, Adults'
315 Raglan St. S.
Renfrew K7V 1R6
613-432-4886

Local Office, Adults'
1964 Laurier Ave.
Box 49
Rockland K0A 3A0
613-446-5840

Peterborough Area Office, Adults'
277 George St. N., Ste. 104B
Peterborough K9J 3G9
705-748-5883

Local Office, Adults'
78 University Ave. E.
Box 968
Cobourg K9A 4W4
416-372-6155

Local Office, Adults'
322 Kent St. W.
Box 7000
Lindsay K9V 5E5
705-324-6128

Local Office, Adults'
11 Simcoe St. N., 2nd Flr.
Oshawa L1G 4R7
416-576-9001

Local Office, Adults'
139 George St. N.
Peterborough K9J 3G6
705-742-9292

Area Office, Children's Services
336 Alfred St.
Kingston K7L 3S5
613-549-6461

Area Office, Children's Services
1055 Princess St., Ste. 305
Kingston K7L 5T3
613-549-6470
(Dundas, Glengarry, Leeds-Grenville, Lanark, Ottawa-Carleton, Stormont, Renfrew, Prescott-Russell, Frontenac, Hastings, Lennox & Addington, Prince Edward)

Area Office, Children's Services
900 Lady Ellen Place, Room 22
Ottawa K1Z 5Z5
613-722-3494

Area Office, Children's Services
263 1/2 George St. N.
Peterborough K9J 3G6
705-743-1624
(Durham, Haliburton, Northumberland, Peterborough & Victoria)

NORTH REGION

Regional Director
473 Queen St. E., 2nd Flr.
Sault Ste. Marie P6A 1Z5
705-949-8052

Sudbury Area Office, Adults'
111 Larch St., Ste. 801
Sudbury P3E 4T5
705-674-7543

Local Office, Adults'
Courthouse, 3 Dominion St.
Box 838
Bracebridge P0B 1C0
705-645-2991

Local Office, Adults'
4 Michigan Ave.
Blind River P0R 1B0
705-356-2263

Local Office, Adults'
14 Young St.
Chapleau P0M 1Z0
705-864-0429

Local Office, Adults'
9 Ontario Ave.
Elliot Lake P5A 1M7
705-848-7153

Local Office, Adults'
Espanola Mall, Hwy. 68
Espanola P0P 1C0
705-869-1532

Local Office, Adults'
Meredith/Eleanor Sts.
Gore Bay, Manitoulin Is. P0P 1Z0
705-282-2288

Local Office, Adults'
66 Front St.
Hornepayne P0M 1Z0
807-868-2464

Local Office, Adults'
222 McIntyre St. W., Ste. 408
North Bay P1B 2Y8
705-474-3540

Local Office, Adults'
76 Church St.
Parry Sound P2A 1Z1
705-746-2717

Local Office, Adults'
123 March St., Ste. 304
Box 68
Sault Ste. Marie P6A 2Z5
705-256-5666

Local Office, Adults'
Hwy. 11, Toronto Ave. N.
Box 161
South River P0A 1X0
705-386-2571

Local Office, Adults'
53A William St., Box 160
Sturgeon Falls
705-753-1611

Local Office, Adults'
127 Cedar St., 3rd Flr.
Box 1120
Sudbury P3E 4S6
705-674-3151

Local Office, Adults'
1760 Regent St., 2nd. Flr.
Sudbury P3E 3Z8
705-674-3151

Local Office, Adults'
54 Broadway Ave., Ste. 4
Wawa P0S 1K0
705-856-2303

Thunder Bay Area Office, Adults'
710 Victoria Ave.
Thunder Bay P7C 1P7
807-475-1300

Local Office, Adults'
475 Government Rd.
Box 3000
Dryden P8N 2P6
807-223-2241

Local Office, Adults'
338 Scott St.
Box 760
Fort Frances P6A 1G9
807-274-9846

Local Office, Adults'
1405 Main St., Box 1029
Geraldton P0T 1M0
807-854-1840

Local Office, Adults'
104 Government Rd., Box 429
Keewatin P0X 1C0
807-547-2801

Local Office, Adults'
Ontario Government Bldg.
Box 827
Red Lake P0V 2M0
807-727-2174

Local Office, Adults'
110 Front St., Box 338
Sioux Lookout P0V 2T0
807-737-3813

Timmins Area Office, Adults'
Box 1720
South Porcupine P0N 1H0
705-235-3363

Local Office, Adults'
171 Fourth Ave., Box 310
Cochrane P0L 1C0
705-272-4846

Local Office, Adults'
1405 Edward St.
Hearst P0L 1N0
705-362-4238

Local Office, Adults'
22 Byng Ave., Box 44
Kapuskasing P5N 1W4
705-335-6108

Local Office, Adults'
8 Hudson Bay Ave., Box 398
Kirkland Lake P2N 3J1
705-567-3391

Local Office, Adults'
First St., Box 160
Moosonee P0L 1Y0
705-336-2984

Local Office, Adults'
Box 2260
New Liskeard P0J 1P0
705-647-7447

Local Office, Adults'
12 Elm St. N.
Timmins P4N 6A1
705-264-9407

Area Office, Children's Services
473 Queen St. E.
Sault Ste. Marie P6A 1Z5
705-949-8052

Area Office, Children's Services
P.O. Box 1720
South Porcupine P0M 1H0
705-235-3363
(Cochrane & Timiskaming)

Area Office, Children's Services
111 Larch St., Ste. 801
Sudbury P3E 4T5
705-674-7543
(Algoma, Manitoulin, Muskoka, Nipissing, Parry Sound & Sudbury)

Area Office, Children's Services
710 Victoria Ave., Ste. 301
Thunder Bay P7C 5P7
807-475-1345
(Kenora, Rainy River, Thunder Bay)

INCOME MAINTENANCE PROGRAM COMSOC 12
2195 Yonge St.
Toronto M7A 1G9

The Income Maintenance Program ensures a responsive and controlled system of financial assistance enabling persons in need to obtain a basic level of economic well-being and an opportunity for self-development and independence. Income Maintenance programs include Family Benefits, Vocational Rehabilitation Maintenance Allowances, the Handicapped Children's Program, General Welfare Assistance, Work Incentive Programs and the Soldiers' Aid Commission. These programs are described individually in

the entries that follow. All income maintenance programs (except General Welfare Assistance) are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

FAMILY BENEFITS COMSOC 13
(INCOME MAINTENANCE PROGRAM)
2195 Yonge St.
Toronto M7A 1G1

The Family Benefits Program provides *financial assistance* to persons who are in need for a prolonged period of time. It is intended for *mothers* raising children alone, the handicapped, the *blind,* permanently *unemployable* fathers or single persons, foster *children* and qualified elderly women over 60. If need is shown, a monthly allowance and other benefits *(health insurance,* prescribed *drugs, dental* care, eyeglasses, hearing aids) are provided. The allowance for the *disabled* and the blind is also known as *GAINS-D* (Guaranteed Annual Income System, Disabled). To apply for family benefits contact the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

GENERAL WELFARE ASSISTANCE COMSOC 14
(INCOME MAINTENANCE PROGRAM)
2195 Yonge St.
Toronto M7A 1G1

The General Welfare Assistance (GWA) Program provides short-term *financial assistance* to help pay for necessities when a person suffers loss of income. GWA is administered by municipalities and Indian Band Councils or by the province in unorganized territories. GWA has four kinds of financial assistance based on need. General Assistance *(welfare)* provides for ordinary living expenses, Special Assistance provides for extraordinary living expenses, e.g. prescribed *drugs, dental* care, *prosthetics* (incl. eyeglasses, hearing aids) and for *burials.* Supplementary Aid is issued for extraordinary living expenses (as above) to recipients of Family Benefits, Old Age Security, Spouse's Allowance, GAINS-A (senior citizens), GAINS-D (blind & disabled). *Incentive Allowances* are paid to those under a work activity project. To apply for general welfare assistance, contact municipal welfare offices and Indian Band Councils. In unorganized territories contact the adults' services area and local offices listed under this Ministry's Regional organization entry (COMSOC 11).

HANDICAPPED CHILDRENS' PROGRAM COMSOC 15
(INCOME MAINTENANCE PROGRAM)
2195 Yonge St.
Toronto M7A 1E9

The Handicapped Children's Program provides a special allowance of up to $200 per month to eligible families caring for severely *disabled children* in their own homes. Services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

SOLDIERS' AID COMMISSION COMSOC 16
(INCOME MAINTENANCE PROGRAM)
2195 Yonge St.
Toronto M4S 2B2
416-965-4891

The Soliders' Aid Commission provides emergency *welfare* assistance to eligible war *veterans* and/or their dependents who are in need. Administers trust funds accruing from bequests. Contact Commission or closest branch of the Department of Veterans Affairs (DVA) or Royal Canadian Legion.

VOCATIONAL REHABILITATION MAINTENANCE COMSOC 17
(INCOME MAINTENANCE PROGRAM)
2195 Yonge St.
Toronto M7A 1G1

The Vocational Rehabilitation Maintenance Allowances Program is designed to provide *financial asistance* as a monthly income to *disabled* persons who are enrolled in a training program and are receiving services from the *Vocational Rehabilitation* Program. The Vocational Rehabilitation Program is described under the Employment Programs entry (COMSOC 20). Services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

WORK INCENTIVE PROGRAM COMSOC 18
(INCOME MAINTENANCE PROGRAM)
2195 Yonge St.
Toronto M7A 1G1

The Work Incentive Program provides a cash allowance for *disabled* and permanently *unemployable* people and for sole-support *mothers* for a period of 24 months and other regular fringe benefits for 27 months to eligible Family Benefits recipients who return to full-time employment. To apply for work incentives, Family Benefits recipients should contact their fieldworker at the appropriate adults' services area or local office listed under this Ministry's Regional Organization entry (COMSOC 11).

SOCIAL SERVICES PROGRAMS COMSOC 19

The social services programs which are administered through the Ministry's regional, area and local offices include employment programs, mental retardation programs and the senior citizens' program. Each program is described individually under the entries that follow. For information on a specific program, contact the adults' services area and local offices listed under this Ministry' Regional Organization entry (COMSOC 11).

EMPLOYMENT PROGRAMS COMSOC 20
(SOCIAL SERVICES PROGRAM)

Employment Programs include the delivery of *vocational rehabilitation* services, as well as *financial assistance* and program support for rehabilitation workshops and work activity projects which are administered by local organizations. *Vocational Rehabilitation Services* aims to develop or restore the work capacity of the physically or *mentally handicapped.* Assesses disabled person's abilities and limitations, *counsels* the person through the rehabilitation process, assists the person to gain *employment* and provides

restorative assistance (e.g. *prosthetics)* needed to restore useful physical functioning. These services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

MENTAL RETARDATION PROGRAMS, ADULTS' (SOCIAL SERVICES PROGRAM) COMSOC 21

Mental Retardation Programs provide *financial assistance* and program support for community-based programs designed to meet the needs of *mentally retarded* adults in the areas of accommodation, *employment* and training, adult protective services (to enable mentally retarded adults to become self-sufficient in a community setting) and special support projects. Services are directly administered by local associations for the mentally retarded. A Mental Retardation Coordinator works in each area office serving as link between the province and community groups in identifying and planning services for mentally retarded adults. These services are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11).

SENIOR CITIZENS' PROGRAM (SOCIAL SERVICES PROGRAM) COMSOC 22

Senior Citizens' Program provides consultation and operating subsidies *(grants)* to *homes for the aged,* residential and extended *health* care and social services in co-operation with municipalities, public and private groups. Assists in community outreach programs such as Home Support, Elderly Persons Centres, Senior Volunteers in Service, Link Skills and Retirement Planning. *Senior Citizens'* Program services are delivered through the adults' services area and local offices listed under this Ministry's Regional Operations entry (COMSOC 11). The general inquiry number for the area office and all local offices in Metro Toronto is 965-5103.

CHILD ABUSE PROGRAM COMSOC 23
700 Bay St.
Toronto M7A 1H2
416-965-3130

The Child Abuse Program was formed to deal with the problem of the abuse of *children.* Its function is mainly of a coordinating nature, encouraging cooperation among agencies involved and bringing together resources to provide ongoing professional and public education on child abuse. Cases of child abuse should be reported to local Children's Aid Societies.

CHILD WELFARE PROGRAM COMSOC 24

The Child Welfare Program funds, inspects and supervises Children's Aid Societies. *Children's Aid Societies* (CAS) develop programs and provide services to strengthen family life, protect children and prevent circumstances likely to lead to child abuse or neglect. They provide foster and group home parents or institutional care for children assigned or committed to their care; counsel unmarried *mothers* and their children; place children for *adoption* and provide follow-up *counselling* to help *families* adjust to adoption. Private adoptions require the services of a lawyer. For information on the Child Welfare Program, contact the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11).

DAY NURSERIES PROGRAM COMSOC 25

The Day Nurseries Program supervises and issues *licences* to nursery schools, *day care* centres and private home day care agencies. Provides information and consultation to provincial associations and groups regarding development of programs, staffing and legislation, and special day care programs (e.g. for native peoples, handicapped, etc.). Provides *financial assistance* to *municipalities,* approved groups which are incorporated, and *Indian Band Councils* to establish day nurseries, and to municipalities to provide financial assistance to eligible individuals seeking day care. Maintains *statistics* on day nurseries. Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11).

INSTITUTIONS, CHILDREN'S SERVICES COMSOC 26

Under The *Children's Institutions Act* and The *Charitable Institutions Act,* the Division may provide charitable organizations and social agencies with capital and operating *grants* and *subsidies;* also, supervision and consultation to *homes* for unmarried *mothers* and homes for children and youth (juveniles) whose parents are facing family crises, who are *emotionally disturbed,* delinquent, or abusing the use of *drugs,* or who need help to live independently in the community. Under the *Children's Residential Services Act* the Division establishes standards in all children's residential care programs and issues *licences* to individuals or groups operating group homes for three or more children. Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11).

JUVENILE CORRECTIONS PROGRAM COMSOC 27

The Juvenile Corrections Program provides observation and detention services (in observation and detention *homes)* for juveniles awaiting court disposition. Supervises juveniles placed on *probation* by family court judges. Operates residential training *schools* for delinquent children or youth. Operates residential training schools for children or youth adjudged delinquent by a family court judge. Through aftercare services, supervises wards graduated from training schools and placed in community programs.

Services and Information concerning the Juvenile Corrections Program are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11) or through the institutions listed below.

The *Training Schools Advisory Board* advises the Minister on the current state of training schools and the welfare of wards. The plans made for each ward's return to the community are evaluated by the board and an appropriate recommendation is then made to the Minister. This board reviews all programs and adverse reports on wards submitted regularly by the training schools and probation and aftercare officers.

Training Schools, observation and detention homes, probation and aftercare offices and the children's mental health centre (416-741-1210) *Thistletown Regional Centre,* are listed below.

Training Schools Advisory Board
700 Bay St., 2nd Flr.
Toronto M7A 1H2
416-965-1871

TRAINING SCHOOLS

Champlain Training School
Postal Bag 20
Alfred K0B 1A0
613-679-2218

Pine Ridge Training School and Probation and Aftercare (Children)
Concession St. E.
Box 70
Bowmanville L1C 3K8
416-623-2582

Brookside Training School
Box 169
Cobourg K9A 4K6
416-372-5451

Kawartha Lakes Training School
Box 4000
Lindsay K9V 4S9
705-324-6153

Syl-Apps Youth Centre (Training School)
Box 9100
Oakville L6J 5E8
416-844-4110

Sprucedale Training School
Box 606
Simcoe N3Y 4L8
519-426-3561

Cecil Facer Training School
Box 850
Sudbury P3E 4S3
705-522-1250

St. John's Training School (Private Training School)
R.R. No. 2
Box 5000
Uxbridge L0C 1K0
416-364-0556

OBSERVATION & DETENTION HOMES

Amherstburg Observation Home
Pike Road R.R. #1
Amherstburg M9V 2Y7
519-736-6401

Morton House
67 Burton Ave.
Barrie L4N 2R9
705-737-2441

Hastings County Family and Children's Services Observation and Detention Home
P. O. Box 186
311 Front St.
Belleville K8N 5A2
613-968-6759

White Oaks Observation & Detention Home and Children's Psychiatric Hospital
Box 1251
White Oaks Village
Hagersville N0A 1H0
416-768-3377 (Hospital)
416-587-2010 (Home)

Arrell Observation Home for Children
1051 Upper James St.
Hamilton L9C 3A6
416-385-5341

Juvenile Detention Centre
1670 Oxford St. E.
London M5V 3G2
519-453-7070

Observation & Detention House
475 Iroquois Shore Rd.
Oakville L9J 5E8
416-844-4110

Juvenile Observation and Detention Home
1145 Bronson Place
Ottawa K1S 4H4
613-566-3970

Children's Mental Health Centre
Thistletown Regional Centre
51 Panorama Court
Rexdale N9V 4L8
416-741-1210

Observation and Detention Home
139 Pim St.
Sault Ste. Marie P6A 3G9
705-256-5987

Observation and Detention Home
354 George St.
Toronto M5A 2N3
416-923-6051

Yorklea I
67 Everett Cres.
Toronto M4C 4P4
416-425-5770

Yorklea IV
207-207A Roxton Rd.
Toronto M6J 2Y4
416-534-7783

PROBATION & AFTERCARE

3428 Sheppard Ave. E., Ste. 201
Agincourt M1T 3K4
416-292-2800

1391 Harwood Ave. N.
Ajax K1S 2C1
416-683-0373

70 Collier St.
Barrie
705-737-3801

14 Bridge St. W., 2nd Flr.
Box 816
Belleville K8N 3B5
613-966-4302

Pine Ridge Training School and
Probation and Aftercare
Concession St. E.
Box 70
Bowmanville L1C 3K8
416-623-2582

3 Dominion St.
Provincial Court House
Bracebridge P0B 1C0
705-645-4411

20 Nelson St. W.
Suites 201 and 203
Brampton L6X 2M5
416-456-3430

100 Wellington Sq.
City Hall, 2nd Flr.
Brantford N3T 2M3
519-752-6505

51 King St. E.
Brockville K6V 1A8
613-342-4033

440 Elizabeth St.
Burlington L7R 2M1
416-639-5371

150 Main St.
The Mall, 3rd Flr.
Cambridge N1R 1W4
519-623-7271 (Probation)

Box 460
Munsey St.
Court House
Cayuga N0A 1E0
416-772-5303

40 Centre Square, 2nd Flr.
Box 685
Chatham N7M 5W3
519-352-1115

14 Yonge St.
Chapleau P0M 1K0
705-864-0429

Brookside School
390 King St. E.
Box 159
Cobourg K9A 4K6
416-372-5451

Box 119
Cochrane P0L 1C0
807-272-4348

168 Hurontario St.
Collingwood
705-445-3301

340 Pitt St.
P.O. Box 66
Cornwall K6M 5R9
613-933-6335

475 Government Rd.
Ontario Govt. Bldg.
Dryden P8N 3B3
807-223-3321

15 Charles Walk
L & S Building
Box 41
Elliot Lake P5A 2J6
705-848-3900

71 Centre St.
Box 1090
Espanola P0P 1C0
705-869-2601

336 Scott St.
Box 248
Fort Frances P9A 1G9
807-274-3208

Box 1029
Geraldton P0T 1M0
807-854-0770

The Court House
Goderich N7A 1M6
519-524-6282

P.O. Box 691
Guelph N1H 6L3
519-836-1840

Court House
Box 624
Haileybury P0J 1K0
705-672-3397

499 King St. E., 2nd Flr.
St. John's Place
Hamilton L8N 1E1
416-525-1765

Box 806
Hearst P0L 1N0
705-362-5142

144 McPherson Ave.
Box 295
Kapuskasing P5N 2Y4
705-335-8267

20 Main St. S., 2nd Flr.
Kenora P9N 2S7
807-468-9881

166 Queen St.
Kingston K7K 1B1
613-549-2167

23 Prospect Ave.
Kirkland Lake P2N 2V3
705-567-9396

1190 King St. E.
Kitchener N2G 2N4
519-744-6571

440 Kent St. W.
Box 4000
Lindsay K9V 4S9
705-324-6128

80 Dundas St, Court House &
Registry Office
Terminal 'A', Box 5600
London N6A 2P3
519-679-7220

303 Midland Ave.
Midland L4R 4N9
705-526-3715

491 Steeles Ave. E.
Milton L9T 1Y7
416-878-0302

90 Dundas St. W.
Mississauga L5B 1H4
416-276-7670

P.O. Box 336
Moosonee P0L 1Y0
705-336-2780

713 Davis Drive
Newmarket L3Y 2R3
416-895-1800

4627 St. Clair Ave.
Box 201
Niagara Falls L2E 6T3
416-356-1776

Highway 11 and Fisher St.
North Bay P1B 2H3
705-474-4616

70 First St., Ste. 102
Professional Building
Orangeville L9W 2E5
519-941-5101

460 Main St.
Box 309
L'Orignal
613-675-4630

80 Colborne St. W.
Orillia
705-325-7408

650 King St. E.
Suite 204/206
Oshawa L1H 1G5
416-723-1119

900 Lady Ellen Place
Ottawa K1Z 5L5
613-722-3494 (East)
613-722-6507 (West)

945 Third Ave. E., Ste. 30
P.O. Box 697
Owen Sound N4K 5R4
519-376-1951

3 Beechwood Drive
Parry Sound P2A 1J2
705-746-5809

124 Pembroke St. W.
Box 275
Pembroke K8A 6X3
613-735-0608

County Court House
Peterborough K9H 3M3
705-743-4206

110 James St., 5th Flr.
Box 176
St. Catharines L2R 7E8
416-685-4897

145 Curtis St.
Provincial Court
P.O. Box 227
St. Thomas N5P 3T9
519-631-3430

242 Indian Road S.
Suite 2065
Sarnia N7T 3W4
519-337-3757

23 Great Northern Road
Box 353
Sault Ste. Marie P6A 5L8
705-949-0551

1719 Lawrence Ave. E.
Suite 204
Scarborough M1R 2X7
416-751-9042

450 Kennedy Rd.
Scarborough M1K 2A8
416-266-4535

Court House
No. 3 Highway E.
Box 605
Simcoe N3Y 4N4
519-428-0380

13 Russell St. E.
Smith Falls K7A 1E7
613-283-5663

100 Erie St.
Stratford N5A 2W4
519-271-5220

82 Ignatius St.
Sudbury P3C 5G3
705-673-3151

710 Victoria Ave.
3rd Floor
Thunder Bay P7C 5P7
807-475-1485

38 Pine St.
Suite 129
Timmins P4N 6K6
705-267-7965

121 Kennedy Ave.
3rd Floor
Toronto M6S 2X8
416-762-7381

194 Gerrard St. E.
Main Floor
Toronto M5A 3T4
416-965-9948

900 Dufferin St.
Suite 209
Toronto M5B 2B1
416-965-5177

2032 Gerrard St. E.
Toronto M4E 2B1
416-965-2295

2265 Keele St.
Suite 1
Toronto M6M 3Z7
416-248-3055

311 Jarvis St.
Toronto M5B 2C4
416-963-0664

450 Kennedy Rd.
Toronto
416-965-9949

1719 Lawrence Ave. E.
Toronto
416-965-9950

1 Victoria St. M.
Walkerton N0G 2V0
519-881-0977

250 Windsor Ave., 2nd Flr.
Windsor N9A 6V9
519-252-2759

MENTAL HEALTH SERVICES, CHILDREN — COMSOC 28

Mental Health Services, under the *Children's Mental Health Services Act,* authorizes the establishment, funding, issuing of *licences,* and setting of standards of children's mental *health* services serving *emotionally disturbed children* and youth. Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11).

MENTAL RETARDATION PROGRAM, CHILDREN — COMSOC 29

Mental Retardation Program, Children provides funding and consultation to agencies offering residential services, foster care, and a variety of community support programs to

developmentally handicapped *(retarded) children* and their families. Community support programs include infant stimulation, behaviour training, respite care, family service workers, and services for developmentally handicapped children who have special needs (hearing or visually impaired, emotional disturbance, etc.). Services are delivered through the children's services area offices listed under this Ministry's Regional Organization entry (COMSOC 11).

POLICY AND PROGRAM DEVELOPMENT DIVISION CHILDREN'S AND ADULTS' SERVICES

POLICY AND PROGRAM DEVELOPMENT DIVISION — COMSOC 30

Headed by an Associate Deputy Minister, the Policy and Program Development Division brings together the policy development and related functions from throughout the Ministry. In addition, some other key activities are being set up to ensure that the Division supports the Ministry and the community in the development, rationalization and harmonization of social services and income maintenance policy. The organizational sections in this Division are Policy Development (Adults'), Policy Development (Children's), and Policy Management which includes Corporate Planning and Program Evaluation, Policy Services, Standards Development, and Intergovernmental Relations. These sections are described individually in the entries that follow.

ADULTS' POLICY DEVELOPMENT — COMSOC 31

Headed by an Executive Coordinator, this section provides a focus for policy development in the area of adults' services. With the general objective of supporting the Ministry and the community in the development, rationalization and harmonization of social services and income maintenance policy, some of its activities include: working with other ministries, the federal and local governments and the voluntary sector; clarifying roles and responsibilities of governments and non-government sectors; developing policies relating to intergovernmental aspects of social service funding; continually reviewing social services legislation. These activities will be undertaken on a project basis.

CHILDREN'S POLICY DEVELOPMENT — COMSOC 32

416-965-5339

Headed by an Executive Coordinator, this section provides a focus for policy development in the area of children's services. The section analyzes the broad policy issues affecting children's services. It defines and delineates policy; develops program priorities; develops and evaluates demonstration projects; coordinates major *research* projects and provides research *grants* for *children's* mental *health* projects. It ensures participation by the Policy and Program Development Division in the review process for all research and program proposals concerning children. Under the Ministry's decentralization program the Section is involved with the planning and development of local *Children's Services Committees* which will gradually assume responsibility for local children's services.

POLICY MANAGEMENT

CORPORATE PLANNING AND PROGRAM EVALUATION BR — COMSOC 33

This Branch is responsible for coordinating corporate plans for the Ministry and for man-

aging the evaluation of its programs. Its planning work will be organizational, coordinative and process oriented rather than being involved in policy development. Branch objectives are to provide services to management in the development of strategies for achieving corporate objectives; to coordinate the corporate planning effort; to stimulate the effective development of formal planning among the divisions; to monitor and register the policy development process, both short and long term; and to develop and manage program effectiveness, *research* and *statistical* studies. The Branch will also maintain an up-to-date registry on all policies in the Ministry.

POLICY SERVICES BR COMSOC 34

This group consists of consultants who have expertise in particular constituency issues and specific legislation. The consultants assess, research and analyze issues as they arise and provide the Ministry with policy advice and recommendations. Among the consultants' activities will be involvement in policy development task forces and providing the Associate Deputy Minister of Operations with advice on problem issues.

The Senior Consultant on the Handicapped (965-6299) advises the Ministry on programs and services for the *disabled;* maintains liaison with major agencies, municipalities, other ministries and levels of government on related matters; conducts special investigations, assignments and research on the handicapped. The Senior Consultant on Gerontology (965-5106) performs similar functions in the area of programs and services for *senior citizens.* Conducts Long Term Study on Aging. Programs and services for senior citizens are delivered through the adults' services area and local offices listed under this Ministry's Regional Organization entry (COMSOC 11). The senior citizens' program general inquiry number for the area office and all local offices in Metro Toronto is 965-5103.

STANDARDS DEVELOPMENT UNIT COMSOC 35

The Standards Development Unit will be responsible for setting and maintaining standards which relate to all program areas. The standards setting function includes conducting assessments of current practices and standards of service and care and establishing reasonable standards which can be implemented within the Ministry's budget. The Unit will also monitor the Ministry's compliance with these standards, and, ultimately, seek ways of reducing their numbers.

INTERGOVERNMENTAL RELATIONS COMSOC 36

This Unit is responsible for supporting and coordinating Ministry relations with federal, provincial and municipal governments and with other ministries within the Ontario government. This Unit will not have a policy development function but rather an intergovernmental negotiation and negotiation preparation function.

FINANCE AND ADMINISTRATION DIVISION

FINANCE AND ADMINISTRATION DIVISION COMSOC 37
416-965-9137

Headed by an Assistant Deputy Minister, this Division will provide corporate support to the senior management group through branches and units that perform their functions centrally.

MANAGEMENT IMPROVEMENT BR COMSOC 38
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-7616

The Branch was established in the fall of 1978 to provide a focus for development of improved management and human resource systems across the Ministry. Although progress has been made in improving program management, some work is yet to be done in the area of human resource systems, e.g., performance appraisal, executive development and manpower inventories. The Branch will phase out program management systems development and concentrate on improving human resource systems and staff training with a view to completing its mandate by April 1, 1982. Staff training will be assigned to the Operations Division at that time. The Branch currently coordinates the Ministry's *affirmative action program* to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

PERSONNEL BR COMSOC 39
416-965-7991

Personnel Branch works mainly in an advisory capacity with line managers in the regional offices who have primary responsibility for personnel matters within their regions. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Branch coordinates the Ministry's *youth employment* program and maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The Branch is assisted by the Capital & Administrative Services Branch which maintains a Records Registry of personnel, payroll and employee benefits records. Training and Educational Assistance is now the responsibility of the Management Improvement Branch, 965-7616.

MANAGEMENT INFORMATION AND OPERATIONAL REVIEW COMSOC 40

Headed by an Executive Director, Management Information and Operational Review will coordinate and strengthen a range of related activities currently dispersed throughout the Ministry. Its components include the Operational Review and Audit Branch and Management Information and Systems Branch which are described individually in the entries that follow.

MANAGEMENT INFORMATION AND SYSTEMS BR COMSOC 41

This Branch is being established in order to strengthen the overall systems management and information function in the Ministry. It incorporates the Systems Development Branch and the Funding and Information Branch that was under the children's services division. The new Branch's responsibilities include systems development and maintenance, management information support, development of agency funding, common data and reporting processes, consulting and planning.

OPERATIONAL REVIEW AND AUDIT BRANCH COMSOC 42

The Branch incorporates the Ministry's Audit Branch, the operational review units that were under the children's services division and the facilities division, and the Ministry's customer service coordination efforts. The Ministry's audit function, which includes the review and appraisal of its financial and operational controls, will not be integrated with the other functions, but audit priorities, process and staff involvement will be integrated into evaluation planning. The Branch will liaise with the program evaluation function in the Policy and Program Development Division, as well as with any specific monitoring functions in the Operations Division.

ACCOUNTS BR COMSOC 43
Hepburn Block, 80 Grosvenor St.
Toronto M7A 2B6
416-965-2371

Accounts Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

CAPITAL & ADMINISTRATIVE SERVICES BR COMSOC 44
416-965-5006

The Branch provides technical expertise and consultative services to municipalities, Indian Band Councils and non-profit or charitable organizations that want to establish facilities for *rehabilitation,* residential, and *community and social services* under various Acts administered by the Ministry. Financial Section (965-9160) controls, processes and records *federal-provincial* transfer payments to municipalities, Indian Band Councils and charitable organizations for the establishment and renovation of facilities and maintains *statistics* on these facilities. The Branch is responsible for the Ministry's fire safety program.

The Branch operates the Ministry *library* (965-2300) which, in turn, operates the Ministry *reading room.* The reading room provides public access to all Ministry publications, statutes and regulations, and most of its manuals and internal procedures. The Branch also maintains the personnel Records Registry (965-0414) and supplies the Ministry with administrative services. These include purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies.

FEDERAL-PROVINCIAL COST SHARING COMSOC 45
416-965-4765

The Federal Provincial Cost-Sharing Senior Advisor, advises officials of this Ministry and others, such as those of the Ministry of Treasury & Economics, heads of social service agencies, etc. on these *federal-provincial* agreements: *Canada Assistance Plan, Vocational Rehabilitation of Disabled Persons, Established Programs Financing* and *Agreement Respecting Young Offenders.*

FINANCIAL ADVISORY SERVICES SECTION COMSOC 46
880 Bay St.
Toronto M7A 1E9
416-965-2291

This Section is a staff resource providing professional accounting, financial and business management services at the Ministry corporate level and on request to Ministry's operating divisions and facilities and to social service agencies subsidized or seeking *subsidy* from the Ministry.

FINANCIAL PLANNING & CORPORATE ANALYSIS BR COMSOC 47
416-965-4688

Analyzes and evaluates Ministry programs, coordinates estimates preparation, multi-year financial planning and the Management by Results Program for the Ministry.

AGENCIES

SOCIAL ASSISTANCE REVIEW BOARD COMSOC 48
Macdonald Block, Room M1-56
Queen's Park M7A 1E9
416-965-2363

The Social Assistance Review Board holds hearings of appeals requested by individuals regarding decisions on General *Welfare* Assistance, *Vocational Rehabilitation* Services, *Guaranteed Annual Income System* or *GAINS-A* (income supplement for senior citizens) and *GAINS-D* (income supplement for the blind and disabled), *Family Benefits* (financial allowances for single mothers, the blind and disabled, permanently unemployable fathers, foster children, severely handicapped children), and co-payment (exemption from payment for chronic care services provided under the *Health Insurance* Act).

MINISTRY OF CONSUMER & COMMERCIAL RELATIONS

555 Yonge St.
Toronto M7A 2H6
(Location Exceptions Noted)

The Ministry of Consumer & Commercial Relations is responsible for programs that affect business and the consumer. These include licensing, registration and inspection of business establishments to promote a high level of ethical business conduct; licensing and inspection of technical and operational situations to ensure safety; registration of documents related to all aspects of real and personal property ownership. The Ministry ensures a reasonable standard of decency in films shown in Ontario and controls the use and availability of beverage alcohol.

MINISTRY MAIN OFFICE

COMMUNICATIONS SERVICES BR CCR 1
In Toronto, call:
News & Information Section, 963-0339;
Consumer Information Centre, 963-1111.
Outside Toronto, call collect 963-1111.

The Branch establishes communications policy for the Ministry and advises its branches on communications problems. It provides communications support to the Minister and the Deputy Minister. The Branch comprises a News & Information Section and the Consumer Information Centre.

The News & Information Section (963-0339) informs the public, client groups and the media about the Ministry's activities and develops all communications programs for the Ministry. In addition to media liaison and answering public inquiries, the Section produces and distributes publications, news releases and audio-visual materials.

The *Consumer Information Centre* (963-1111) accepts collect calls from Ontario consumers outside Toronto. The Centre provides bilingual *consumer* information service for the general public. The Centre's *library* (963-0200) provides consumer and *business* resource materials, previewing of materials by mail for consumer educators, and consulting services to professionals working with consumers in the field. The Ministry *reading room,* attached to the *Library,* provides public access to all Ministry publications, statutes and most manuals and internal procedures used by the Ministry.

FINANCE & SYSTEMS BR CCR 2
10 Wellesley St. E.
Toronto M7A 2J3
416-963-0261

Provides all programs of the Ministry with financial management and accounting services such as payroll reconciliation, accounts payable, formulation of program estimates and branch budgets. Receives and processes all revenue received by the Ministry. Develops Ministry policies and procedures regarding financial control and management performance reporting systems. Provides service and professional advice to Ministry management on all facets of systems development and electronic data processing including the definition, development and documentation of the Ministry's computerized or manual information and administrative systems. It provides Ministry liaison with Government Services' Communications and Computer Services Division. For government systems de-

velopment policy and supplier's list, see Management Board of Cabinet Secretariat, Management Technology Branch, MB 6.

FINANCE & SYSTEMS BR ADMINISTRATIVE SERVICES BR — CCR 3
10 Wellesley St. E.
Toronto M7A 2H8
416-963-0396

Provides the Ministry with the purchasing of goods and services, supply management, printing, duplicating, mail and transportation services, records and forms management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). Provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Section is also responsible for office safety supervision and management of regional office common support services.

FRENCH LANGUAGE SERVICES — CCR 4
416-963-0346

The French Language Services Coordinator coordinates the implementation of the government's policy on French language services (provision of such services to the Franco-Ontarian public) within this Ministry.

LEGAL SERVICES — CCR 5
416-963-0348

Counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Branch is responsible to the Attorney General's Office.

POLICY & PLANNING BR — CCR 6
416-963-0309

Policy & Planning Br economists conduct ministry *research* projects on *consumer* and *business* matters.

PROGRAM SERVICES DIVISION

AFFIRMATIVE ACTION PROGRAM — CCR 7
10 Wellesley St. E.
Toronto M7A 2J6
416-965-0541

The Women's Advisor plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

INTERNAL AUDIT BR CCR 8
10 Wellesley St. E., 6th Flr.
Toronto M7A 2J3
416-963-0435

Internal Audit Branch is responsible for reviewing and appraising the Ministry's financial, administrative and operational programs for adequate controls, compliance, efficient and economical use of resources and appropriateness of effectiveness measures.

PERSONNEL SERVICES BR CCR 9
10 Wellesley St. E.
Toronto M7A 2J6
416-963-0277

Personnel Services Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The Branch is responsible for: the establishment of Ministry personnel policies and procedures; provision of staff training and development services; coordination of management development manpower planning; research into personnel related issues and programs; coordination of the affirmative action program (described separately above); the establishment of appropriate classification and compensation levels for all Ministry employees; staff recruitment; employee counselling; the investigation of employee grievances; and dealing with all matters affecting working conditions and performance. Personnel Services Branch maintains the Ministry's personnel, payroll, attendance and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

BUSINESS PRACTICES DIVISION

BAILIFFS COLLECTION AGENCIES MORTGAGE BROKERS CCR 10
416-963-0366

Bailiffs, Collection Agencies, Mortgage Brokers, Consumer Reporting, Paperback & Periodical Distributors Acts. The Registrar of these Acts ensures the protection of Ontario *consumers* through control and supervision of *bailiffs collection agencies, consumer* reporting agencies *(credit* and personal information investigation), *mortgage* brokers and distributors of paperback *books* and *periodicals*. While this office recommends appointments under the *Bailiffs Act,* it is the Ministry's Central Registration Section which accepts registration of businesses under the other Acts (New Applications: 963-0446; Renewals: 963-0444; Revisions: 963-0448; Central File: 963-0441). Consumer complaints relating to all these Acts are handled by Consumer Services Bureaus (see list under this Ministry's Consumer Advisory Services Br entry, CCR 11).

CONSUMER ADVISORY SERVICES BR CCR 11
416-963-0331

The Consumer Advisory Services Branch represents the Ministry throughout the Province by administering eleven (11) Acts dealing with *consumer* protection laws. It has officers who can speak to consumer and business groups on consumer protection matters.

The *Central Registration Section* (963-0441) provides actual *registration* functions and maintains a central file of registered *businesses* or persons under the following Acts:

Consumer Protection (registration and *bonding* of *itinerant sellers), Consumer Reporting (credit* reporting and personal investigation agencies), *Collection Agencies, Motor Vehicle Dealers, Real Estate and Business Brokers, Mortgage Brokers, Travel Industry, Paperback and Periodical Distributors* (wholesalers of paperback *books* and *periodicals).*

The section also answers inquiries as to whether a *business* is registered under these Acts. For central file of: registrants, call 963-0441; new applications, call 963-0446; renewals, 963-0444; revisions, call 963-0446.

The Branch operates *Consumer Services Bureaus* across Ontario to answer *consumer* inquiries and attempt to mediate complaints arising from the purchase of goods or services, borrowing money, and deceptive or unfair business practices. Eight bureaus handle complaints under these Acts: *Bailiffs* (private bailiffs), *Business Practices* (which specifies some practices considered to be deceptive, unfair or unconscionable, and provides the consumer with redress procedure), *Collection Agencies, Consumer Protection* (e.g., finance charges on *credit* purchases and *loans), Consumer Reporting (credit* reporting and personal investigation agencies), *Discriminatory Business Practices Act* (e.g., *discrimination* in the business community on the basis of race, creed, colour, nationality, ancestry, place of origin, sex or geographical location by persons who engage in business), *Mortgage Brokers, Motor Vehicle Dealers, Paperback and Periodical Distributors* (wholesalers of paperback *books* and *periodicals), Real Estate and Business Brokers, Travel Industry* (travel agents and wholesalers). The bureaus across the Province are:

143 Main St. E., Rm 206
Hamilton L8N 1G4
416-529-8177

80 Dundas St. E.
Box 5600, Terminal 'A'
London N6A 2P3
519-679-7150

1673 Carling Ave., Ste. 102
Ottawa K2A 1C4
613-725-1489

139 George St. N.
Peterborough K9J 3G6
705-743-8728

199 Larch St., 5th Flr.
Sudbury P3E 1C4
705-675-4378

435 James St. S.
P.O. Box 5000
Thunder Bay P7C 5G6
807-475-1641

555 Yonge St., 8th Flr.
Toronto M7A 2H6
416-963-0321

250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
519-254-6413

INVESTIGATION AND ENFORCEMENT BR CCR 12
416-963-0302

Performs a support role to the administrators of the various *registration* acts administered by the Business Practices Division *(Consumer Protection Act, Consumer Reporting Act, Collection Agencies Act, Motor Vehicle Dealers Act, Real Estate and Business Brokers Act, Mortgage Brokers Act, Travel Industry Act, Paperback and Periodical Distributors Act)* and conducts inspections and investigations under them. Conducts investigations under the *Business Practices Act,* a non-registration statute. Complaints from the public are normally answered by Consumer Advisory Bureau (listed under this Ministry's Consumer Advisory Services Br entry, CCR 11).

MOTOR VEHICLE DEALERS ACT CCR 13
416-963-0411

The Registrar's office administers the *Motor Vehicle Dealers Act* for the control and supervision of dealers and salespersons of new and used *motor vehicles*. The Ministry's Central Registration Section performs the *registration* function for dealers and salespersons and maintains a central file of registrants (New Applications: 963-0446; Renewals: 963-0444; Revision: 963-0448; Central File: 963-0441). Complaints concerning the purchase and sale of motor vehicles are handled by Consumer Services Bureau (listed under this Ministry's Consumer Advisory Services Br entry, CCR 11).

PETROLEUM FRANCHISING GUIDELINES CCR 14
416-963-0356

Petroleum Franchising Guidelines are administered by the Executive Director's Office, Business Practices Division. Guidelines are a voluntary agreement between the Ministry and the major *oil* companies concerning leasing arrangements of *gasoline* service stations. Guidelines relate to station operators only, not consumers.

REAL ESTATE AND BUSINESS BROKERS CCR 15
416-963-0406

The Real Estate and Business Brokers Act ensures protection of Ontario consumers through *registration* of *real estate* and *business* brokers and salespersons. The Ministry's Central Registration Section performs the registration function and maintains a central file of registrants, (New Applications: 963-0446; Renewals: 963-0444; Revisions: 963-0448; Central File: 963-0441). Before foreign land can be sold in Ontario, sellers must provide prospective buyers with an accurate description of the *real property* and terms of sale. The description is checked for accuracy by inspectors. Complaints regarding real estate and business brokers are handled by Consumer Services Bureau (listed under this Ministry's Consumer Advisory Services Br entry, CCR 11).

TRAVEL INDUSTRY ACT CCR 16
416-963-0418

The Travel Industry Act, to protect the financial interests of Ontario travellers, and to ensure ethical conduct and good *travel* service, requires the *registration* of travel agents and wholesalers. The Ministry's Central Registration Section performs the registration function and maintains a central file of registrants, (New Applications: 963-0446; Renewals: 963-0444; Revisions: 963-0448; Central File: 963-0441). Consumer complaints are handled by Consumer Services Bureau (see this Ministry's Consumer Advisory Services Br entry, CCR 11, for list).

COMPANIES DIVISION

COMPANIES SERVICES BR EXAMINATION AND NOTICES CCR 17

The Examination and Notices Section (963-0543) files by-laws, notices of change and special resolutions of *corporations* and provides information on filing requirements. The Section cancels charters (letters patent, certificates of incorporation) and extra-provincial *licences*. Also deals with arrears statements and default notices re notices of change and revival of corporations.

The Examination and Notices Section (963-0547) deals with the clearance and reservation of corporate *names* for proposed new non-profit *corporations* and proposed changes of names by existing non-profit corporations and foreign corporations seeking extra-provincial licences.

The Examination and Notices Section (963-0377) processes articles of incorporation, articles of amendment of business *corporations,* and applications for incorporation of *churches,* non-profit corporations and issues letters patent (charters) with respect to them. The Section processes applications for *licences* in mortmain and extra-provincial licences.

COMPANIES SERVICES BR RECORDS CCR 18
416-963-0389 (search by letter, certificates of status)
416-963-0552 (search in person)
416-963-0510 (business and partnership registration)

The Records Section deals with searches of *corporations,* certificates of corporation status (963-0389) and *registration* of corporation *securities* such as corporate *mortgages, bonds, debentures* (963-0390). Can provide copies of documents (e.g., articles of incorporation, annual returns) of corporations in Ontario. Deals with *business registration* of *partnerships,* limited partnerships and sole *proprietorships* (963-0510). Registers corporations that carry on business in Ontario under *name* or style other than its corporate name. Also registers dissolution or withdrawal of these businesses and conducts public searches of documents relating to all the above business enterprises.

COMPANY LAW BR CCR 19
416-963-0373

Provides legal counselling to the Companies Division and handles inquiries of a legal nature from the public about: incorporation of *business* and non-profit *corporations, licences* in mortmain, extra-provincial licences, *registration* of *partnerships* and sole *proprietorships, names* and name style registration by corporations, and registration of *securities* registered against the personal property of corporations, e.g., corporate *bonds, debentures,* trust indentures and corporate *mortgages.*

FINANCIAL INSTITUTIONS DIVISION

FINANCIAL INSTITUTIONS DIVISION CCR 20
416-963-0471

The Financial Institutions Division issues *licences* to and regulates *insurance* companies, *investment* contract companies, prepaid *hospital* and *medical* associations, *mutual benefit* and *fraternal societies.* Also issues licences to and regulates *loan* companies and *trust companies* (963-0477). Answers inquiries on insurance plans and premiums and advises policyholders involved in claims disputes (963-0471), and on deposits and *mortgages* with loan and trust companies (963-0477). Issues licences to insurance agents, brokers, salespersons, adjusters, and investment contract salespersons, and investigates related *consumer* complaints (963-0481). Deposits in loan companies and trust companies are insured with the *Canada Deposit Insurance Corporation* (963-0479).

CEMETERIES BR CCR 21
416-963-0511

Administers the *Cemeteries Act* which regulates the operations of all *cemeteries, crematoria, mausolea, columbaria, church yards* and *burial grounds.* The Branch also answers inquiries and investigates *consumer* complaints about cemeteries and *burials* and advises cemetery owners. No special legislation exists for monument dealers. Contact Queen's Park or regional offices listed below.

143 Main St. E., Room 206
Hamilton L8N 1G4
416-529-8177
(Brant, Haldimand-Norfolk, Hamilton-Wentworth, Niagara, Oxford)

Ontario Government Building
1055 Princess St.
Kingston K7L 1H3
613-549-2600
(Frontenac, Haliburton, Hastings, Lennox and Addington, Northumberland, Peterborough, Prince Edward, Victoria, Kingston)

P.O. Box 5600
Postal Terminal 'A'
London N6A 2P3
519-679-7150
(Elgin, Essex, Huron, Kent, Lambton, Middlesex, Perth)

1673 Carling Ave., Ste. 102
Ottawa K2A 1C4
613-725-3679
(Lanark, Leeds and Grenville, Nipissing, Ottawa-Carleton, Prescott and Russell, Renfrew, Stormont, Dundas and Glengarry)

555 Yonge St., 8th Flr.
Toronto M7A 2H6
416-963-0511
(Algoma, Bruce, Cochrane, Dufferin, Durham, Grey, Halton, Kenora, Manitoulin, Muskoka, Parry Sound, Peel, Rainy River, Simcoe, Sudbury District, Sudbury Municipality, Timiskaming, Thunder Bay, Waterloo, Wellington, York)

CREDIT UNIONS & CO-OPERATIVES SERVICES BR CCR 22
416-963-0515

Administers the legislation affecting *credit unions* (caisses populaires) and *co-operatives,* assists with their *incorporation,* reviews their operations, monitors their compliance with the legislation and handles inquiries and *consumers'* complaints concerning them. Deposits in credit unions and caisses populaires are insured with the *Ontario Share and Deposit Insurance Corporation* (OSDIC) (416-441-2771).

MOTOR VEHICLE ACCIDENT CLAIMS FUND CCR 23
555 Yonge St.
Toronto M7A 2J4
416-963-0501

The Motor Vehicle Accident Claims Fund (MVAC), (formerly called the *Unsatisfied Judgment Fund),* administers the *Motor Vehicle Accident Claims Act* which provides *compensation* to victims of automobile *accidents* (i.e., pedestrians who do not themselves

own automobiles) caused by uninsured or stolen vehicles or hit-and-run drivers. Effective March 1, 1980, the *Compulsory Automobile Insurance Act* requires that every automobile operated in Ontario be insured and that all automobile policies provide Uninsured Motorist coverage. Persons covered under the policy must apply to their own automobile *insurance* company for compensation for injuries caused by uninsured or stolen vehicles or hit-and-run drivers.

TECHNICAL STANDARDS DIVISION

TECHNICAL STANDARDS DIVISION CCR 24
400 University Ave., 24th Flr.
Toronto M7A 2J9
416-965-4157

The Technical Standards Division is responsible for setting design *standards* for equipment and machinery which may affect public *safety,* and for carrying out inspections to ensure that safety standards are met. Programs of this Division are described below. Its Technical Standards *Library* (965-3003) operates a Ministry *reading room* which provides access to some of the Ministry's publications, statutes, regulations, manuals and internal procedures of the Ministry.

BUILDING CODE BR CCR 25
400 University Ave.
Toronto M7A 2J9
416-965-5881

The Building Code Br administers a *building code* for Ontario to ensure safety and minimize building, health and fire hazards. Advises municipalities on matters pertaining to building by-laws, which are a local, not a provincial, responsibility. Is responsible for the *Ontario Plumbing Code* which is at present Reg. 647 of the *Ontario Water Resources Act.*

ELEVATING DEVICES BR CCR 26
400 University Ave.
Toronto M7A 2H9
416-965-4111

The Branch administers the *Elevating Devices Act* (which includes *elevators, escalators, dumbwaiters, moving walks, platform lifts, ski lifts,* lifts for the *disabled,* and *construction hoists)* and requires licences for all devices covered. The Act also provides that the operation of a non-conforming or unsafe device be suspended. All elevating devices in the province are inspected before initial licensing to ensure compliance with adopted *safety* standards. *Contractors* installing, maintaining and repairing elevating devices must be *registered* with and monitored by the Branch. The Branch investigates *accidents* and *consumer complaints* and maintains a data bank of technical and statistical information. It also participates in the development of safety codes, primarily through the *Canadian Standards Association.* Field Offices, listed below, provide inspection services and the investigation of accidents or complaints. Regional Managers undertake field investigations and provide the technical data and background necessary for the Branch engineering and management groups to resolve problems.

55 Hess St. S.
Hamilton L8P 4R8
416-527-4727
(Southern)

1055 Princess St.
Kingston K7L 5T3
613-549-2600
(Eastern)

824 King St. W.
Kitchener N2G 1G1
519-744-8101
(Western)

80 Dundas St. E.
London N6A 1E7
519-679-7150
(Southwestern)

265 Carling Ave., 4th Flr.
Ottawa K1S 2E1
613-566-3806
(Eastern)

199 Larch St., 5th Flr.
Sudbury P3E 1C4
705-675-4381
(Northeastern)

435 James St. S.
Thunder Bay P7C 5G6
807-475-1641
(Northwestern)

400 University Ave., 23rd Flr.
Toronto M7A 2J9
416-965-4111
(Central and Northern)

250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
519-254-6413
(Southwestern)

FUELS SAFETY BR CCR 27
400 University Ave.
Toronto M7A 2J9
416-965-7627

The Branch which administers the Ontario *Energy Act* and the *Gasoline Handling Act,* strives to prevent loss of life, bodily injury and property damage by controlling safety hazards which can arise from the transmission, distribution and utilization of *fuels* such as *natural gas, oil* and *propane,* and the transport, storage and handling of gasoline. The Branch: issues *licences* to *gasoline* service stations, *propane* facilities and companies which distribute natural gas and oil; *registers contracting* companies which do work covered under the Energy Act or the Gasoline Handling Act; issues *certificates* to natural gas fitters and handlers and oil burner mechanics; and audits all of these operations on a spot-check basis.

PRESSURE VESSELS SAFETY BR CCR 28
400 University Ave.
Toronto M7A 2H9
416-965-4121

The Branch strives to minimize the loss of life and property arising from the operation of *boilers* and *pressure vessels.* Under the *Boilers & Pressure Vessels Act* (965-4121) and the *Operating Engineers Act* (965-4188), the Branch ensures safety by reviewing boiler and pressure vessel designs and *welding* procedures, doing inspections during fabrication and installation, and periodically thereafter if the vessel is uninsured. Inspects major repairs to all boilers and pressure vessels. Qualifies and issues *licences* to welders. Registers and

classifies *steam, refrigeration* and *compression* plants and issues *licences* to their operators and operating engineers. Issues *licences* to *hoisting engineers (crane* operators). Investigates related *accidents.* For the purpose of administering the inspection and welder testing segments of the program, the province is divided into five regions. Each region is controlled by a Regional Manager, with a staff of field inspectors.

55 Hess St. S.
Hamilton L8P 4R8
416-527-4031
(Southwest Ontario)

824 King St. W.
Kitchener N2G 1G1
519-744-8101
(West Ontario)

Provincial Government Bldg.
1055 Princess St.
Kingston K7L 1H3
613-549-2600
(East Ontario)

400 University Ave.
Toronto M7A 2J9
416-965-4121
(East Toronto, West Toronto & Northern Ontario)

UPHOLSTERED & STUFFED ARTICLES BR CCR 29
400 University Ave.
Toronto M7A 2J9
416-965-2127

The Branch ensures *safety* by *registering* renovators and manufacturers of *upholstered and stuffed articles;* inspecting premises of registrants as well as retailers of these articles. Investigates *consumer* complaints about stuffed furniture, mattresses, pillows, clothing materials, toys, etc. and tests filling materials for compliance with the regulations. Field offices listed below carry out the same inspection and complaint investigation functions as the Head Office and pick up samples of filling materials for submission to the Head Office for testing. There are two Branch field offices:

80 Dundas St., Main Flr.
P.O. Box 5600, Terminal 'A'
London N6A 2P3
519-679-7150
(Western)

1055 Princess St., Ste. 108
Kingston K7L 1H3
613-549-2600
(Eastern)

PROPERTY RIGHTS DIVISION

LEGAL & SURVEY STANDARDS BR CCR 30
543 Yonge St.
Toronto M7A 2J8
416-963-0423

Performs the statutory functions of *Director of Titles;* responsible for legal quality of *land registration records* and instruments. Drafts amendments to, and regulations under the *Land Titles Act,* the *Registry Act,* the *Condominium Act,* the *Boundaries Act* and the *Certification of Titles Act.* Processes applications for certification of title and for conversion of title from land registry system to land *titles* system. Provides quality control for *surveys,* plans and description of land including *condominiums* (by-laws, declaration, description), for registration in land registry offices. Provides for the confirmation of the true location of *boundary* lines which have been lost or obliterated. Provides *financial*

assistance to individual property owners for the carrying out of a survey under the *Land Titles Survey Fund* under special circumstances. Contact Queen's Park or Land Registry Offices, listed under this Ministry's Real Property Registration Branch, CCR 32.

PERSONAL PROPERTY REGISTRATION BR CCR 31
Main Administration Offices
543 Yonge St., 4th Flr.
Toronto M7A 2J5
416-963-0451

Manages the *Personal Property Security Registration System* (PPSR) and administers the *Personal Property Security Act* (PPSA) and the *Bills of Sale Act.* The PPSR System serves two functions. First, it provides a *registration* function whereby a seller of personal property (e.g., a *motor vehicle),* or a lender of money, can secure the purchase price, or the *loan* (as detailed in a *security agreement),* by the registration of a *financing statement* available free of charge at any one of the 48 branch offices of the system. (The document creating the security interest is a security agreement--which can be a *chattel mortgage, conditional sale contract,* or an assignment of book *debts.)* Second, the PPSR System provides an inquiry capability so that people can determine whether there is a security interest *(lien)* on property, i.e., whether the owner has previously pledged the property as security, when buying personal property (e.g., motor vehicles) or accepting property as collateral for a loan. A registration can be submitted by mail to the Central Registration Branch or can be submitted in person to any one of the PPSR branch offices listed under this Ministry's Real Property Registration Branch entry, CCR 32. Following are mailing addresses:

Mailed-in Registrations:
Central Registration Branch
Box 21100, Postal Station 'A'
Toronto M5W 1W6

Mailed-in Inquiries:
Personal Property Registration Branch
Box 4120, Postal Station 'A'
Toronto M5W 1T2

REAL PROPERTY REGISTRATION BR CCR 32
543 Yonge St.
Toronto M7A 2J8
416-963-0462

The Branch is responsible for the operation of the 65 *Land Registry Offices* throughout Ontario where documents and plans regarding ownership, descriptions and encumbrances relating to *land* parcels in Ontario can be registered, stored and preserved and where the public can search or view them (for a fee). There are two systems by which land is registered in Ontario, the land titles system and the older land registry system. Under the land registry system, which still exists throughout Ontario, *deeds* and other documents pertaining to property are filed. It is up to the individual (or a solicitor acting for the individual) to search the documents and determine the state of the title. Under the land titles system, *titles* are certified by the Land Registrar and recorded in a register so documents may not need to be searched. The land titles system now exists in some 30 districts, counties and regions. *Condominium, subdivision* and *reference plans* (plans prepared by an Ontario Land Surveyor to illustrate land boundaries) must be registered under the land titles system where it exists.

Additional activities in the Land Registry Offices include the preparation of registrars' compiled plans and abstracts, the maintainance of the land titles *writs* of execution file,

the holding of hearings in the land titles offices and the collection of *Land Transfer Tax* and *Retail Sales Tax* on chattels associated with real estate transactions. *Mortgages* are normally discharged through a lawyer who prepares the document. The discharge is then registered with the local Land Registry Office.

Forty-eight of the 65 Land Registry Offices also participate in the *Personal Property Security Registration System* (PPSR). *Liens* against personal property are registered in these offices and prospective buyers may determine whether a car, boat or other personal property is free of encumbrances. Below is a list of the 65 Registry Offices throughout the province indicating whether it has Land Titles (LT), Registry (Reg) and Personal Property Security (PPSR) registration.

REGISTRY OFFICES:

Reg
P.O. Box 668
63 Kenyon St. W.
Alexandria K0C 1A0
613-525-1315
(Glengarry)

Reg
125 Brougham St.
P.O. Box 1180
Almonte K0A 1A0
613-256-1577
(Lanark North)

Reg
248 George St.
P.O. Box 389
Arthur N0G 1A0
519-848-2300
(Wellington North)

Reg, LT, PPSR
Court House
114 Worsley St.
Barrie L4M 1M1
705-728-1221 Ext. 60
(Simcoe)

Reg, LT, PPSR
280 Pinnacle St.
Belleville K8N 3B1
613-968-4597
(Hastings)

Reg, LT
108 Liberty St. N.
P.O.Box 178
Bowmanville L1C 3K9
416-623-5386
(Newcastle)
(Satellite of Durham; all correspondence and queries should be directed to the land registrar in Whitby)

Reg, LT, PPSR
15 Dominion St.
P.O. Box 720
Bracebridge P0B 1C0
705-645-4415
(Muskoka)

Reg, LT
7765 Hurontario St.
P.O. Box 1200
Brampton L6V 2L8
416-457-5350
(Peel)

PPSR
7765 Hurontario St.
P.O. Box 1200
Brampton L6V 2L8
416-453-1272
(Peel)

Reg
Court House
80 Wellington St.
Brantford N3T 2L9
519-752-8321
(Brant)

PPSR
Court House
80 Wellington St.
Brantford N3T 2L9
519-752-5571
(Brant)

Reg, PPSR
P.O. Box 146
7 King St. W.
Brockville K6V 5V2
613-345-5751
(Leeds)

Reg
150 Main St.
Cambridge N1R 6P9
519-653-5778
(Waterloo South)

Reg, PPSR
P.O. Box 310
Echo St.
Cayuga N0A 1E0
416-772-3531
(Haldimand)
(Satellite of Niagara South; all correspondence and queries should be directed to the land registrar in Welland)

Reg, PPSR
40 William St. N.
P.O. Box 1134
Chatham N7M 5L8
519-352-5520
(Kent)

Reg, PPSR
P.O. Box 668
Highway #2
Cobourg K9A 4R5
416-372-3813
(Northumberland West)
(Satellite of Hastings; all correspondence and queries should be directed to the land registrar in Belleville)

Reg, LT
Court House
149 4th Ave.
P.O. Box 580
Cochrane P0L 1C0
705-272-4025
(Cochrane)

PPSR
Court House
149 4th Ave.
P.O. Box 580
Cochrane P0L 1C0
705-272-5896
(Cochrane)

Reg
P.O. Box 339
King St.
Colborne K0K 1S0
416-355-2338
(Northumberland East)

Reg, PPSR
P.O. Box 1268
127 Sydney St.
Cornwall K6H 5V3
613-932-4522
(Stormont)

Reg
192 Lambton St. E.
P.O. Box 10
Durham N0G 1R0
519-369-2011
(Grey South)
(Satellite of Grey North; all correspondence and queries should be directed to the land registrar in Owen Sound)

Reg, LT, PPSR
353 Church St.
P.O. Box 398
Fort Frances P9A 3M7
807-274-5451
(Rainy River)

Reg, LT
178 McKellar St.
P.O. Drawer 9
Glencoe N0L 1M0
519-287-2511
(Middlesex West)

Reg, PPSR
38 North St.
P.O. Box 216
Goderich N7A 3Z2
519-524-9562
(Huron)

Reg, LT
Phipps St.
P.O. Box 265
Gore Bay P0P 1H0
705-282-2442
(Manitoulin)

PPSR
Phipps St.
P.O. Box 265
Gore Bay P0P 1H0
705-282-2461
(Manitoulin)

Reg, PPSR
P.O. Box 905
21 Douglas St.
Guelph N1H 6M6
519-822-0251
(Wellington South)

Reg, LT, PPSR
375 Main St.
P.O. Box 159
Haileybury P0J 1K0
705-672-3332
(Timiskaming)

Reg, LT, PPSR
Court House
50 Main St. E.
Hamilton L8N 1E9
416-522-3556
(Wentworth)

Reg, LT, PPSR
220 Main St. S.
P.O. Box 1350
Kenora P9N 3X7
807-468-3138
(Kenora)

Reg, PPSR
Court House
Kingston K7L 2N4
613-548-8322
(Frontenac)

Reg
200 Frederick St., 3rd Flr.
P.O. Box 35
Kitchener N2G 3W9
519-576-1330
(Waterloo North)

PPSR
200 Frederick St., 3rd Flr.
P.O. Box 35
Kitchener N2G 3W9
519-576-2370
(Waterloo North)

Reg, PPSR
28 Francis St.
P.O. Box 430
Lindsay K9V 4S5
705-324-4912
(Victoria)

Reg, LT
80 Dundas St.
P.O. Box 5600
London N6A 2P3
519-679-7180
(Middlesex East)

PPSR
80 Dundas St.
P.O. Box 5600
London N6A 2P3
519-679-7185
(Middlesex East)

Reg, LT, PPSR
36 Court St.
P.O. Box 302
L'Orignal K0B 1K0
613-675-4648
(Prescott)

Reg, LT
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-7287/8
(Halton)

PPSR
491 Steeles Ave. E.
Milton L9T 1Y7
416-878-1882
(Halton)

Reg
Newcastle St.
P.O. Box 270
Minden K0M 2K0
705-286-1391
(Haliburton)

Reg
5th Street
Morrisburg K0C 1X0
613-543-2583
(Dundas)

Reg, PPSR
87 Thomas St.
P.O. Box 459
Napanee K0K 2R0
613-354-3751
(Lennox)

Reg, LT
50 Eagle St. W.
Newmarket L3Y 6B1
416-895-1561
(York Region)

Reg, LT, PPSR
514 Main St. W.
North Bay P1B 2V4
705-474-2270
(Nipissing)

Reg, PPSR
75 First St.
Orangeville L9W 2E7
519-941-1481
(Dufferin)

LT
Court House
2 Daly Ave.
Ottawa K1N 6E2
613-566-3791
(Ottawa-Carleton)

Reg, PPSR
Court House
67 Nicholas St.
Ottawa K1N 7B9
613-566-3756
(Ottawa-Carleton)

Reg, PPSR
Court House
595 9th Ave. E.
Owen Sound N4K 3E3
519-376-1637
(Grey North)

Reg, LT, PPSR
28 Miller St.
P.O. Box 276
Parry Sound P2A 2X4
705-746-5816
(Parry Sound)

Reg, PPSR
283 Pembroke St. E.
P.O. Box 760
Pembroke K8A 6X9
613-732-8331
(Renfrew)

Reg, PPSR
10 Sunset Blvd.
P.O. Box 278
Perth K7H 3E4
613-267-1144
(Lanark South)

Reg, LT, PPSR
Court House
470 Water St. N.
Peterborough K9H 3M3
705-745-0588 Ext. 44
(Peterborough)

Reg, PPSR
1 Pitt St.
P.O. Box 1310
Picton K0K 2T0
613-476-3219
(Prince Edward)

Reg, LT
17 Mill St. N.
P.O. Box 122
Port Hope L1A 3W3
416-885-5616
(Port Hope)
(Satellite of Durham; all correspondence and queries should be directed to the land registrar in Whitby)

Reg
Centre St.
P.O. Box 1660
Prescott K0E 1T0
613-925-3177
(Grenville)
(Satellite of Leeds; all correspondence and queries should be directed to the land registrar in Brockville)

Reg, LT
469 Concession St.
P.O. Box 10
Russell K0A 3B0
613-445-2138
(Russell)

Reg, PPSR
Court House
700 N. Christina St.
P.O. Box 3021
Sarnia N7T 7N5
519-337-3265 Ext. 40
(Lambton)

Reg, LT, PPSR
P.O. Box 550
420 Queen St. E.
Sault Ste. Marie P6A 5M8
705-253-1126/7
(Algoma)

Reg, LT, PPSR
Court House
#3 Highway West
Simcoe N3Y 4K8
519-426-2216
(Haldimand-Norfolk)

Reg, LT, PPSR
43 Church St.
P.O. Box 126
St. Catharines L2R 6R4
416-682-9291
(Niagara North)

Reg, PPSR
York St. W.
P.O. Box 902
Stratford N5A 6T1
519-271-3343
(Perth)

Reg, LT, PPSR
P.O. Box 4
Wellington St.
St. Thomas N5P 3T5
519-631-3015
(Elgin)

LT
P.O. Box 4
Wellington St.
St. Thomas N5P 3T5
519-631-3015
(Kent (Lake Erie))

Reg, LT
199 Larch St., 3rd Flr.
P.O. Box 1240
Sudbury P3E 5P9
705-675-4300
(Sudbury)

PPSR
P.O. Box 1240
199 Larch St., 3rd Flr.
Sudbury P3E 5P9
705-675-4306
(Sudbury)

Reg, LT, PPSR
29 Royston Court
Postal Station 'P'
Thunder Bay P7A 4Y7
807-475-1235
(Thunder Bay)

Reg
New City Hall
100 Queen St. W.
Toronto M5H 2N1
416-965-7553
(Toronto)

Reg
New City Hall
100 Queen St. W.
Toronto M5H 2N1
416-965-7588
(Toronto Boroughs)

LT
New City Hall
100 Queen St. W.
Toronto M5H 2N1
416-965-5269
(Metropolitan Toronto)

PPSR
543 Yonge St., 2nd Flr.
Toronto M7A 2J5
416-963-0460
(Toronto)

Reg, LT, PPSR
203 Cayley St.
P.O. Box 1690
Walkerton N0G 2V0
519-881-2251
(Bruce)

Reg, LT, PPSR
20 Cross St. N.
P.O. Box 730
Welland L3B 3G1
416-735-4011/13
(Niagara South)

Reg, LT, PPSR
400 Centre St. S.
Whitby L1N 4W2
416-668-6811
(Durham)

Reg, LT
250 Windsor Ave. 3rd Flr.
P.O. Box 1238, Postal Station 'A'
Windsor N9A 6P8
519-254-6363
(Essex)

PPSR
250 Windsor Ave., 3rd Flr.
P.O. Box 1238, Postal Station 'A'
Windsor N9A 6P8
519-254-1813
(Essex)

Reg, LT, PPSR
75 Graham St.
P.O. Box 246
Woodstock N4S 7W8
519-537-6286/7
(Oxford)

PUBLIC ENTERTAINMENT STANDARDS PROGRAM

ATHLETIC COMMISSIONER — CCR 33

416-963-0844

The Athletic Commissioner administers the *Athletics Control Act* and is responsible for the proper conduct of all professional *sport* in Ontario. Maintains liaison with *community centres* and *arenas*. Issues *licences* to professional *boxers* and *wrestlers* and all officials involved in both sports.

LOTTERIES BR CCR 34
416-963-0272

The Branch issues *licences,* supervises and controls all *lottery,* bingo, raffle, and *games of chance* operators in Ontario covered under the *Criminal Code of Canada.* Copies of the regulations are available from the Branch on request.

ONTARIO RACING COMMISSION CCR 35
10 Wellesley St. E.
Toronto M7A 2K1
416-963-0520

Promotes the proper management of *horse racing* and the orderly behaviour and integrity of participants. Issues *licences* to participants and encourages the improvement of the quality of horses that race. Contact judges and stewards at race tracks or the head office of the Ontario Racing Commission.

THEATRES BR CCR 36
1075 Millwood Road
Toronto M4G 1X6
416-421-2462

The Branch aims to reflect current community standards in *films* exhibited in Ontario *theatres.* The Branch is responsible for *censorship* of *videotape,* 8mm, 16mm, 35mm, or wider films. It is responsible for the setting of standards for, inspection of, and issuance of *licences* for, theatres, drive-in theatres, film distributors, and the operation for hire or gain of videotape machines, 8mm and 16mm projectors. It issues licences to *projectionists* and approves motion picture *advertising* and classification.

REGISTRAR GENERAL PROGRAM

OFFICE OF THE REGISTRAR GENERAL CCR 37
Macdonald Block
Queen's Park M7A 1Y5
416-965-1687

The Office of the Registrar General registers and records Ontario *births, deaths, marriages* and still-births. It also keeps *adoption, divorce* and *name* change *records. Statistics* relating to births, deaths, marriages, divorce and still-births are compiled annually. Plastic, paper and certified photocopies of birth, death and marriage certificates are provided to those entitled to them on application and payment of $5.00 each. Under the *Marriage Act* certificates of *registration* are issued to people authorized to perform marriages in Ontario. Contact *Marriage Office,* 965-2026. Contact Office of the Registrar General or local municipal office for advice on registration of births or deaths.

AGENCIES

COMMERCIAL REGISTRATION APPEAL TRIBUNAL CCR 38
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-7798

The Tribunal holds public hearings on *appeals* to review administrative decisions denying, refusing to renew, suspending or revoking *registration* of would-be or now registered individuals and *corporations;* to review government originated cease and desist orders respecting *advertising,* selling and unfair *business* practices by: *real estate* and *business* brokers and salespersons, *mortgage* brokers, *motor vehicle* dealers and salespersons, *bailiffs,* consumer *credit* reporting agencies, *collection agencies, itinerant sellers,* manufacturers and renovators of *upholstered and stuffed articles,* distributors of paperback *books* and *periodicals, travel* agents and wholesalers; and appeals under the *Discriminatory Business Practices Act.* Also hears appeals from decisions of the corporation administering the *New Home Warranties Plan Act,* appeals of *credit* unions from orders taking over management of the *Ontario Share and Deposit Insurance Corporation,* and claimant appeals from trustees' decisions under the *Travel Industry Act.*

CONDOMINIUM ONTARIO CCR 39
44 Eglinton Ave. W.
Toronto M4R 1A1
416-482-6636

Condominium Ontario is an independent organization composed of a number of representatives of condominium owners and others experienced in the *condominiums* field to provide technical and information services in the resolution of disputes and *consumer* complaints. Information officers answer inquiries on the *Condominium Act,* 1978.

HUDAC NEW HOME WARRANTY PROGRAM CCR 40
180 Bloor St. W.
Toronto M5S 2V6
416-922-3005

The Program administers the Ontario *New Home Warranties Plan Act* which came into effect December 31, 1976. This act requires the *registration* of all *builders* of new homes including *condominiums and mobile homes* placed on permanent foundations for year round occupancy. The self-financing corporation is non-profit and provides a warranty that new and previously unoccupied *houses* sold are free from defects in workmanship and material for one year. Purchasers must obtain a certificate under the Warranty Program and should deal directly with the builder during the first year after purchase. The Program covers major structural defects up to a maximum of $20,000 for an additional four years. Deposit monies paid to builders are also covered up to a maximum of $20,000. The corporation will handle *consumer* complaints from buyers of new homes but buyers should inform both the builder and the Warranty Program of any problems in writing. There is a Warranty Program office in Hamilton, Kitchener, Ottawa, Sudbury, Thunder Bay and Toronto, listed in the white pages of the local telephone directory under Hudac New Home Warranty Program but complaints are handled by the main office only. Under certain circumstances, builders, vendors, or house owners can request assistance to resolve disputes through the *Commercial Registration Appeal Tribunal* or the

Arbitration Institute. The Warranty Program issues a quarterly publication, The Link, to all registered builders and vendors.

LIQUOR CONTROL BOARD OF ONTARIO CCR 41
55 Lakeshore Blvd. E.
Toronto M5E 1A4
416-965-4911

The Liquor Control Board of Ontario (LCBO) oversees the distribution and sale of *liquor* (spirits, *alcohol,* ale, beer and *wine)* for home consumption and liquor sales to licensed establishments through Liquor Control Board stores and *Brewers' Retail Stores* throughout Ontario. The LCBO imports special orders of products not normally carried. Special rare wine and spirits cellars are operated in Toronto (416-965-3036) and in Ottawa (613-733-0041) to stock only high quality products in limited supply. Consultants are available in liquor stores in some metropolitan areas to advise on choosing wine. Duty-free stores at the Toronto International Airport sell liquor to foreign-bound passengers.

LIQUOR LICENCE BOARD OF ONTARIO CCR 42
55 Lakeshore Blvd. E.
Toronto M5E 1A4
416-965-4654

The Liquor Licence Board of Ontario (LLBO) issues, renews, transfers, suspends and revokes *liquor licences* for on-premise sale and consumption of *alcoholic* beverages, including issuing Special Occasion Permits. The Liquor Licence Board also regulates alcoholic beverage *advertising* and inspects all licensed establishments in Ontario. *Ontario Photo Cards* are available on a voluntary basis to Ontario residents over 19. Application forms may be obtained from liquor stores and *Brewers Retail* outlets. For information on obtaining liquor licences call 965-4657; Ontario Photo Cards, 965-4964; Special Occasion Permits, 965-4675; advertising, 965-3450; inspections, 965-4666.

LIQUOR LICENCE APPEAL TRIBUNAL CCR 43
1 St. Clair W.
Toronto M4V 1K6
416-965-7798

The Tribunal holds public hearings on *appeals* from persons aggrieved by *Liquor Licence Board's* decisions: to refuse to issue, to suspend, attach terms to, or revoke a *licence* or *permit;* to refuse to renew or approve a transfer of a licence; suspend, revoke or refuse to renew a manufacturer's licence; temporarily suspend a licence or permit in the public interest; refuse to register an agent or representative; issue an interdiction order; issue a cease and desist order with respect to an *advertisement* or public notice.

ONTARIO SECURITIES COMMISSION CCR 44
10 Wellesley St. E.
Toronto M7A 2H7
416-963-0223

The Ontario Securities Commission maintains public files on *corporations'* disclosure of take-over bids, proxy and proxy solicitation, insider trading and financial disclosure for the benefit of investors (963-0259). Processes *mining* and other prospectus offerings of *securities* as well as applications for transfer or release of securities from escrow (963-

0239). *Registers stockbrokers,* salespersons and *investment* advisers, *commodity* futures dealers, salespersons and advisers (963-0228). Investigates *consumer* complaints about stockbrokers and salespersons and commodity brokers, salespersons and advisers and complaints about actions by companies affecting the value of securities (963-0242). The Commission answers general questions about commodity futures trading (963-0255).

PENSION COMMISSION OF ONTARIO CCR 45
10 Wellesley St. E.
Toronto M7A 2K2
416-963-0522

The Pension Commission of Ontario administers the *Pension Benefits Act,* which requires the *registration* of all private (i.e. company) *pension* plans covering *employees* in Ontario. Also seeks to improve pension plans and the solvency of their funds.

RESIDENTIAL TENANCY COMMISSION RENT REVIEW CCR 46
77 Bloor St. W.
Toronto M5S 1M2

Part XI of Ontario's *Residential Tenancies Act* limits the amount and frequency of *rent* increases in certain rental accommodation. One increase per year, regardless of amount, is permitted. Increases are limited to a maximum of 6% unless the *landlord/landlady* has obtained approval from Commission for a greater increase. Rent Review applies to rental houses, apartments, townhouses, rooming houses, *mobile homes* and sites. Certain non-profit or government-owned rental housing, new units not rented prior to January 1, 1976, and units where the rent is $750.00 or more per month, are exempt from Rent Review. Commission offices throughout Ontario (listed below) provide information and handle rent review cases in local area. If local office is long distance, call operator and ask for Zenith 9-6000 for toll-free call.

Central East

114 Worsley St.
Barrie L4M 1M1
705-737-2111
(For County of Simcoe, District Municipality of Muskoka)

1310 Dundas St. E., 2nd Flr.
Mississauga L4Y 2C1
416-270-3280
(For Regional Municipality of Peel)

340 George St. N., 2nd Flr.
Peterborough K9H 7E8
705-743-9511
(For Counties of Peterborough, Northumberland, Victoria, Haliburton & the Regional Municipality of Durham)

Central-West

55 Hess St. S., 21st Flr.
Hamilton L8P 4R8
416-528-8701
(For Regional Municipalities of Hamilton-Wentworth, Halton, Haldimand-Norfolk, and County of Brant)

30 Duke St. W., 4th Flr.
Kitchener N2H 3W5
519-579-5790
(For Regional Municipality of Kitchener-Waterloo, Counties of Wellington, Dufferin)

80 King St., 4th Flr.
St. Catharines L2R 7G1
416-684-6562
(For Regional Municipality of Niagara)

Eastern

74 Brock St., 2nd Flr.
Kingston K7L 1R9
613-549-4426
(For Counties of Frontenac, Lennox & Addington, Leeds & Grenville, Hastings, Prince Edward, portion of Lanark County)

265 Carling Ave., 4th Flr.
Ottawa K1S 2E1
613-566-3747
(For Regional Municipality of Ottawa-Carleton, Counties of Renfrew, Stormont-Dundas-Glengarry, Prescott & Russell, portion of Lanark County)

Metropolitan Toronto

56 Aberfoyle Cr., 4th Flr.
Toronto M8X 2W4
416-236-2681
(For Etobicoke and York Boroughs)

77 Bloor St. W., 2nd Flr.
Toronto M5S 1M2
416-964-8281
(For City of Toronto only)

1880 O'Connor Dr., 2nd Flr.
Toronto M4A 1W9
416-752-0683
(For East York only)

2100 Ellesmere Road, 3rd Flr.
Scarborough M1H 3B7
416-438-3452
(For Scarborough only)

45 Sheppard Ave. E., 5th Flr.
Willowdale M2N 5W9
416-224-7643
(For North York and Regional Municipality of York)

Northeastern

215 Oak St. E.
North Bay P1B 8P8
705-476-1231
(For Districts of Nipissing, Parry Sound)

45 Elm St. E., 4th Flr.
P.O. Box 1059
Sudbury P3E 4S6
705-675-4373
(For Regional Municipality of Sudbury, Districts of Sudbury, Manitoulin, Algoma)

273 Third Ave., 2nd Flr.
Timmins P4N 1E2
705-264-9555
(For Districts of Cochrane, Timiskaming)

Northwestern

435 James St. S., 3rd Flr.
P.O. Box 5000, Station 'F'
Thunder Bay P7C 5G6
807-475-1595
(For Districts of Thunder Bay, Kenora & Rainy River)

Southwestern

80 Dundas St.
London N6A 2P3
519-673-1660
(For Counties of Middlesex, Oxford, Elgin, Lambton, Perth, Huron)

1131 Second Ave. E., Ste. 106
Owen Sound N4K 2J1
519-376-3202
(For Counties of Grey, Bruce)

99 Chatham St. E., 7th Flr.
Box 189
Windsor N9A 6V6
519-253-3532
(For Counties of Essex, Kent)

MINISTRY OF CORRECTIONAL SERVICES

2001 Eglinton Ave. E.
Scarborough M1L 4P1
(Location Exceptions Noted)

The Ministry of Correctional Services has jurisdiction over all adult offenders sentenced to terms of less than two years. Its services include care in correctional institutions and probation and parole supervision and assistance.

DEPUTY MINISTER'S OFFICE

HUMAN RESOURCES MANAGEMENT BR CORRECTIONS 1
416-750-3335

Human Resources Management Br works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. These services are provided by personnel administrators located in the ministry's main office and at the regional locations listed below. The Branch is responsible for the establishment of Ministry personnel policies and procedures, the administration of appropriate classification and compensation levels for all Ministry employees, staff promotional competitions, manpower planning, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch maintains the Ministry's personnel, and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

The Human Resources Branch operates summer *youth employment* programs for students based on experience and assigned-task projects for three month work periods in the Ministry. It also plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

Regional Personnel Administrator
Ministry of Correctional Services
Central Region
2 Dunbloor Road, Ste. 312
Islington M9A 2E4
416-248-3901

Regional Personnel Administrator
Ministry of Correctional Services
Eastern Region
1055 Princess St., Ste. 404
Kingston K7L 1H3
613-544-0813

Regional Personnel Administrator
Ministry of Correctional Services
Western Region
1315 Bishop St.
Cambridge N1R 6Z2
519-623-9090

Regional Personnel Administrator
Ministry of Correctional Services
Northern Region
199 Larch St., 9th Flr.
Sudbury P3E 5P9
705-675-4321

Regional Personnel Administrator
Ministry of Correctional Services
Peterborough Region
306 George St. N.
Peterborough K9J 3H2
705-748-4281

INSPECTIONS & INVESTIGATIONS BR CORRECTIONS 2
416-750-3327

The Branch conducts routine inspections of all *correctional institutions* and *community resource centres* to ensure the proper care, custody and *safety* of inmates therein. Carries out investigations into internal matters and matters arising in the community involving the institutions of this Ministry and/or inmates. This Branch acts in a consultant capacity for operational and preventive security in the institutions.

PLANNING & SUPPORT SERVICES DIVISION

COMMUNICATIONS BR CORRECTIONS 3
416-750-3421

The Communications Br informs the public and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

INTERNAL AUDIT BR CORRECTIONS 4
416-750-3372

The Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial and operational controls.

LEGAL SERVICES BR CORRECTIONS 5
416-750-3319

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

MANAGEMENT DATA SERVICES CORRECTIONS 6
416-750-3411

Management Data Services Br supplies the Ministry with *financial management, data processing, records management* and *systems development.* The Client Information Systems section (750-3384) maintains records of those committed to the custody of the Ministry.

The Accounts Section (750-3450) is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

PLANNING & RESEARCH BR CORRECTIONS 7
416-750-3358

Planning & Research Br conducts *corrections research* to develop policy and long-range planning for programs in *correctional institutions* and the community. Evaluates effectiveness of Ministry *rehabilitation* programs (i.e., those institutional and community programs undertaken through this Ministry's Community Program Support Services and Institutional Program Support Services branches. With research advisory committee reviews all applications from outside investigators to obtain access to *inmate's, probationer's* and staff *records.* Also reviews requests for *grants* for corrections research.

SUPPLY & SERVICES BR CORRECTIONS 8
416-750-3501

Supply and Services Br coordinates purchasing, inventory control, accommodation leasing and construction, renovations and maintenance in existing Ministry offices, correctional institutions and forestry camps. Office Services Section (750-3321) provides mail, messenger, telephone systems and duplicating services, and stationery and printed forms stock for the Ministry.

COMMUNITY PROGRAMS DIVISION

COMMUNITY RESOURCE CENTRES DEVELOPMENT BR CORRECTIONS 9
416-750-3400

Community Resource Centres house *inmates* serving sentences in Ontario correctional institutions. The centres are operated by community organizations under contract to the Ministry. An inmate wishing to pursue an employment or education program outside the institution applies for a transfer to the Community Resource Centre where the inmate also receives *counselling* and *vocational* skills training. Inmates are subject to rules ensuring behaviour in the best interest of the community. Failure to abide by the rules or to make good use of the program results in an inmate's return to the correctional institution.

COMMUNITY PROGRAM SUPPORT SERVICES BR CORRECTIONS 10
416-750-3475

Community Program Support Services Br is responsible for staff training within the Community Programs Division, and for the development of new initiatives in corrections which involve the community. Among these are working with volunteers, community service orders, restitution programs and the development of programming for Native offenders.

For a description of each program, see the following entries: Bail Verification & Supervision CORRECTIONS 11, Community Service Orders CORRECTIONS 13, Native Program Development CORRECTIONS 15, Restitution Program Development CORRECTIONS 16, Victim Assistance Program CORRECTIONS 17, Volunteer Programs CORRECTIONS 14, Community Programs Staff Training CORRECTIONS 12.

BAIL VERIFICATION & SUPERVISION CORRECTIONS 11
COMMUNITY PROGRAM SUPPORT SERVICES BR
416-750-3475

The Bail Verification & Supervision Program is directed at reducing the number of remanded incarcerated people. Provides information to the courts on the accused's ability to post *bail* or obtain a surety and confirms community ties. In certain cases bail supervision is offered as an alternative to incarceration pending disposition of charges.

COMMUNITY PROGRAMS STAFF TRAINING CORRECTIONS 12
COMMUNITY PROGRAM SUPPORT SERVICES BR
1240 Bay St.
Toronto M5R 2A7
416-965-6506

Community Programs Staff Training provides training and consultation services to all staff in the Community Programs Division of the Ministry.

COMMUNITY SERVICE ORDERS CORRECTIONS 13
COMMUNITY PROGRAM SUPPORT SERVICES BR
416-750-3475

Community Service Orders (CSO) are given to non-violent offenders as a condition of a *probation* order in lieu of incarceration. The work performed would not otherwise be carried out except by volunteers. In some instances offenders provide direct service to their victims in reparation. Organizations with projects of tangible benefit to the community can obtain *volunteer* help from the CSO Project by writing to the above address.

COMMUNITY VOLUNTEER PROGRAMS CORRECTIONS 14
COMMUNITY PROGRAM SUPPORT SERVICES BR
416-750-3475

Community Volunteer Programs is a central resource to volunteer coordinators involved in the recruiting, screening, training and supervision of *volunteers* who are involved in community programs operated by the Ministry, which includes *probation* and *parole* services. Opportunities for volunteer participation exist in all geographic areas of the province.

NATIVE PROGRAM DEVELOPMENT CORRECTIONS 15
COMMUNITY PROGRAM SUPPORT SERVICES BR
416-750-3475

Native Program Development is responsible for the development of policies related to the problems of *Native peoples* who are *inmates* in Ontario *correctional institutions* and for the coordination and development of institutional and community-based programs directed to the needs of Native inmates. Provides liaison with Native organizations of Ontario.

RESTITUTION PROGRAM DEVELOPMENT CORRECTIONS 16
COMMUNITY PROGRAM SUPPORT SERVICES BR
416-750-3475

Selected *probationers* with potential restitution conditions are often encouraged to meet with the victims of the *crimes* and with a third party mediator to determine how the vic-

tims will receive *restitution* - in cash or kind. Similar programs are encouraged for selected *inmates* in Ontario correctional institutions, whereby they are placed in a Community Resource Centre, obtain suitable employment and make restitution to their victims.

VICTIM ASSISTANCE PROGRAM CORRECTIONS 17
COMMUNITY PROGRAM SUPPORT SERVICES BR
416-457-1690

The Victim Assistance Program is a pilot project alerting victims of *crime* to available social services such as crisis *counselling* and information on the criminal justice process.

PROBATION AND PAROLE BR CORRECTIONS 18
416-750-3440

Probation and Parole Br works closely with all courts of criminal jurisdiction in Ontario and the *Ontario Board of Parole.* The Branch provides: presentence reports to judges; pre-parole reports to the Ontario Board of Parole; supervision and assistance to *probationers,* offenders on *parole* and to former *inmates* who need assistance after release from correctional institutions. Assistance by probation and parole officers includes *counselling* and guidance in finding employment, housing, food, clothing, etc. Services are further extended through contracts with private agencies. Contact the local probation field office, listed by region below. Regional Administrators are responsible to the Director of Probation and Parole Services for the daily operation of services located in nine geographic regions:

EASTERN REGION

Regional Administrator
1055 Princess St., Ste. 404
Kingston K7L 1H3
613-544-0813

180 Front St.
Belleville K8N 2Y7
613-968-5737

75 Water St. W.
Brockville K6V 3L7
613-345-3061

340 Pitt St., 4th Flr.
P.O. Box 66
Cornwall K6H 5R9
613-933-6335

162 Division St.
Kingston K7L 3M6
613-546-2671

41 Dundas St. W.
Napanee K7R 1Z5
613-354-3200

Main St., P.O. Box 309
Counties Bldg.
L'Orignal K0B 1K0
613-675-4630

400 Cumberland St., 1st Flr.
Ottawa K1N 8X3
613-566-3811

1150 Morrison Dr., 1st Flr.
Ottawa K2H 8S9
613-820-9460

124 Pembroke St. W.
P.O. Box 275
Pembroke K8A 6X3
613-735-0608

13 Russell St. E.
Smiths Falls K7A 1E7
613-283-5663

80 Division St.
Ontario House
Trenton K8V 5S5
613-392-6549

HALTON-PEEL REGION

Regional Administrator
440 Elizabeth St., Ste. 202
Burlington L7R 2M1
416-632-3122

85 Kennedy Rd. S.
Kennedy Centre, Ste. 2
Brampton L6W 3G1
416-457-1690

c/o Vanier Centre for Women
100 McLaughlin Rd. S.
P.O. Box 1150
Brampton L6V 2M5
416-459-9100

c/o Ontario Correctional Institute
109 McLaughlin Rd. S.
P.O. Box 1888
Brampton L6V 2P1
416-457-7050

440 Elizabeth St.
Burlington L7R 2M1
416-637-3457

55 Ontario St.
Milton Mall, 2nd Flr.
Milton L9T 2M3
416-878-7259

c/o Maplehurst Correctional
Centre/Adult Training Centre
661 Martin St., P.O. Box 10
Milton L9T 2Y3
416-878-8141

470 Hensall Circle, Upper Level
Mississauga L5A 3V4
416-276-2117

299 Randall St., Ste. 209
Oakville L6J 6B4
416-845-8571

70 First St., Ste. 202
Orangeville L9W 2E5
519-941-4622

c/o Mimico Correctional Centre
130 Horner Ave.
P.O. Box 75, Station N
Toronto M8V 3S9
416-255-0131

NORTHEAST REGION

Regional Administrator
199 Larch St., 9th Flr.
Sudbury P3E 5P9
705-675-4321

1 Beaumont Dr.
Riverside Shopping Plaza
Highway 11B, Ste. 2, Box 63
Bracebridge P0B 1C0
705-645-8768/9

Birch & Lorne St.
Federal Bldg., P.O. Box 419
Chapleau P0M 1K0
705-864-1230

District Court House
P.O. Box 1119
Cochrane P0L 1C0
705-272-4348

L & S Bldg., P.O. Box 41
Elliot Lake P5A 2J6
705-848-7091

71 Centre St.
Espanola P0P 1C0
705-869-2882

District Court House
P.O. Box 624
Haileybury P0J 1K0
705-672-3397

P.O. Box 2349
Hearst P0L 1N0
705-362-8600

15 Main St., 2nd Flr.
P.O. Box 1612
Huntsville P0A 1K0
705-789-5721

44 McPherson Ave.
P.O. Box 295
Kapuskasing P5N 2Y4
705-335-6116

23 Prospect Ave., Rm. 12
P.O. Box 232
Kirkland Lake P2N 3H7
705-567-9396

P.O. Box 697
Little Current P0P 1K0
705-869-2882

P.O. Box 189
Manitowaning P0P 1N0
705-869-2882

P.O. Box 487
Moosonee P0L 1Y0
705-336-2984

356 Plouffe St.
North Bay P1B 4G1
705-474-4170

3 Beechwood Dr.
Parry Sound P2A 1Z1
705-746-5809

477 Queen St. E., P.O. Box 115
Sault Ste. Marie P6A 5L2
705-253-1182

Holditch St., P.O. Box 338
Sturgeon Falls P0H 2G0
705-753-1282

199 Larch St., 2nd Flr.
Sudbury P3E 5P9
705-675-4311

38 Pine St. N.
101 Mall, Ste. 122
Timmins P4N 6K6
705-264-5218

54 Broadway
Wawa P0S 1K0
705-856-2303

NORTHWEST REGION

Regional Administrator
106 N. Cumberland St., 2nd Flr.
Thunder Bay P7A 4M2
807-345-3309

24 Hemmatite, P.O. Box 988
Atikokan P0T 1C0
807-597-6212

Government Rd., P.O. Box 3000
Ontario Government Bldg., 2nd Flr.
Dryden P8N 3B3
807-223-3321

340 Scott St.
Fort Frances P9A 1G9
807-274-3671

1405 Main St., P.O. Box 1119
Geraldton P0T 1M0
807-854-1774

136 Main St., 2nd Flr.
Kenora P9N 1S4
807-468-3348

216 Water St.
Court House Rm. 113
Kenora P9N 1S4
807-468-6429

64 Front St., P.O. Box 759
Nipigon P0T 2J0
807-887-2938

P.O. Box 845
Red Lake P0V 1L0
807-727-2846

107 Johnson Ave., 2nd Flr.
Thunder Bay P7B 2V9
807-344-5816

OSHAWA-KAWARTHA LAKES REGION

Regional Administrator
146 Simcoe St. N.
Oshawa L1G 4S7
416-571-3772 $D3114 Worsley St.
Barrie L4M 1M1
705-726-6461

150 St. Paul St.
Collingwood L9Y 3P2
705-445-3110

County Court House
Lindsay K9V 3R9
705-324-5621

303 Midland Ave.
Midland Centre, Ground Floor
Midland L4R 4N9
705-526-3715

19 Front St. N.
Orillia L3V 4R6
705-325-9508

57 Simcoe St. S., Ste. 2J
Oshawa L1H 4G5
416-579-6500

199 Wentworth St. W., Ste. 3
Oshawa L1J 6P4
416-571-3774

306 George St. N., Top Floor
Peterborough K9J 3H2
705-743-2661

1305 Sheridan Mall Parkway
Pickering Corporate Centre
Suite 416
Pickering L1V 3P2
416-831-2600

38 Walton St., Ste. 2
Port Hope L1A 1N1
416-885-4581

SOUTHWEST REGION

Regional Administrator
495 Richmond St., 7th Flr.
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7240

100 Wellington Square
City Hall, 2nd Flr.
Brantford N3T 2M3
519-752-6505

93 Centre St.
Chatham N7M 4W3
519-352-1243

80 Dundas St., 1st Flr.
P.O. Box 5600, Terminal A
London N6A 2P3
519-679-7120

1730 Dundas St., 2nd Flr.
London N5W 3E2
519-452-3650

700 North Christina St.
P.O. Box 3021
Sarnia N7T 7N5
519-337-8891

145 Curtis St.
St. Thomas N5P 3Z7
519-631-3430

880 Ouellette Ave.
Trade and Commerce Bldg., Ste. 506
Windsor N9A 1C7
519-254-3291

40 Wellington St. N.
Woodstock N4S 6P3
519-539-8175

TORONTO EAST/YORK REGION

Regional Administrator
150 Consumers Rd., Ste. 404
Willowdale M2J 1P9
416-494-0733

713 Davis Dr., Ste. 202
Newmarket L3Y 2R3
416-895-1900

50 Eagle St. W.
c/o Provincial Court
(Criminal Division)
Newmarket L3Y 1J3
416-895-5920

10720 Yonge St.
Elgin Centre, Ste. 220
Richmond Hill L4C 3C9
416-883-1297

3148 Kingston Rd., Ste. 201
Scarborough M1M 1P4
416-266-7771

1940 Eglinton Ave E., Ste. 204
Scarborough M1L 4R1
416-750-3452

1911 Eglinton Ave. E.
c/o Scarborough Court
(Criminal Division)
Scarborough M1L 4P4
416-757-6601

384 Parliament St., 2nd Flr.
Toronto M5A 2Z7
416-965-0420

2069 Danforth Ave.
Toronto M4C 1J6
416-698-2818

1051 Pape Ave., 2nd Flr.
Toronto M4K 3W3
416-422-1110

200 Consumers Rd., Ste. 608
Willowdale M2J 4R4
416-494-8251

TORONTO WEST REGION

Regional Administrator
2 Dunbloor Rd.
Provincial Bank Bldg., Ste. 312
Islington M9A 2E4
416-248-3901

5233 Dundas St. W., 3rd Flr.
Islington M9B 1A6
416-233-1197

23 Westmore Dr., Ste. 112
Rexdale M9V 3Y7
416-745-4960

1240 Bay St.
5th Flr., Ste. 506
Toronto M5R 2A7
416-965-6434

60 Queen St. W.
Old City Hall, Rm. 321
Toronto M5H 2M4
416-965-6527

444 Yonge St.
College Park Court, 2nd Flr.
Toronto M5B 2H4
416-965-3236

900 Dufferin St.
Dufferin Mall, Ste. 207
Toronto M6H 4B1
416-965-5026

2265 Keele St.
2nd Flr., Ste. 2
Toronto M6M 3Z7
416-248-3273

121 Willowdale Ave., Ste. 102
Willowdale M2N 6A3
416-221-3473

WEST CENTRAL REGION

Regional Administrator
1315 Bishop St., 2nd Flr.
Cambridge (Galt) N1R 6Z2
519-623-9090

1490 Dunbar Rd., Unit 3
Cambridge (Galt) N1R 6R3
519-621-5760

Court House
Goderich N7A 1M2
519-524-6282

36 Wyndham St. S.
Guelph N1H 7J5
519-836-2600

c/o Guelph Correctional Centre
785 York Rd., P.O. Box 3600
Guelph N1H 6P3
816-822-0020

25 Main St. W.
I.B.M. Bldg., 16th Flr.
Hamilton L8P 1H1
416-523-5540

450 Frederick St., Ste. 302
Kitchener N2H 2P5
519-576-1900

4627 St. Clair Ave., P.O. Box 201
Niagara Falls L2E 6T3
416-356-1507

1131 Second Ave. E., Ste. 105
Owen Sound N4K 2J1
519-376-2236

7 Kent St. S., Ste. 1
Simcoe N3Y 2X7
519-426-4250

39 Queen St., 2nd Flr.
P.O. Box 907
St. Catharines L2R 6Z4
416-685-1318

100 Erie St.
Stratford N5A 2M4
519-271-5220

12 Colborne St. S.
Walkerton N0G 2V0
519-881-0760

76 Division St., Ste. 206
Welland L3B 3Z7
416-735-1660

INSTITUTIONAL PROGRAMS DIVISION

INSTITUTIONAL PROGRAMS DIVISION CORRECTIONS 19
416-750-3487

Institutional Programs Division is responsible for the correctional institutions and the various personnel, both administrative and specialized, supporting their daily operations. Regional Directors are responsible to the Executive Director, Institutional Programs, for the daily operations of the institutions located in the geographic area of their responsibilities.

Correctional institutions include jails and detention centres, a training centre, and correctional centres. Jails and detention centres (modern facilities replacing outdated jails) generally house inmates on remand, awaiting trial or sentencing, those being held for immigration hearings or deportation, those serving relatively short or intermittent sentences, and those awaiting transfer to federal institutions. The *educational* programs in the correctional centres and one training centre emphasize academic, *vocational*/technical and life skills courses. Within the correctional centres, industrial

trades training programs are also offered. Correctional centres provide minimum, medium or maximum security, dependent on the institution's classification. Three camps operate separate programs under their parent institution. The *Ontario Correctional Institute* (Brampton) and the Guelph Assessment and Treatment Unit *(Guelph Correctional Centre)* carry out assessment, treatment and *research.*

CORRECTIONAL INSTITUTIONS
CENTRAL REGION

Regional Director
2 Dunbloor Rd., Ste. 312
Toronto M9A 2E4
416-248-3901

Barrie Jail
87 Mulcaster St., P.O. Box 224
Barrie L4M 4T2
705-728-3933

Hamilton-Wentworth Detention Centre
165 Barton St. E.
Hamilton L8L 2W6
416-523-8800

Camp Hillsdale (Forestry Camp)
Hillsdale L0L 1V0
705-835-3544
(Parent Institution - Barrie Jail)

Maplehurst Correctional Centre/
Adult Training Centre
661 Martin St., P.O. Box 10
Milton L9T 2Y3
416-671-0340

Metropolitan Toronto West
Detention Centre
111 Disco Rd.
Toronto (Etobicoke)
P.O. Box 4950
Toronto M9W 5L6
416-675-1806

Metropolitan Toronto East
Detention Centre
55 Civic Rd.
Scarborough M1L 2K9
416-752-8430

Niagara Detention Centre
Highway 58, P.O. Box 1050
Thorold L2V 4A6
416-227-6321

Toronto Jail
550 Gerrard St. E.
Toronto M4M 1X6
416-466-2164

Mimico Correctional Centre
130 Horner Ave., P.O. Box 75
Toronto M8V 3S9
416-255-0131

EASTERN REGION

Regional Director
1055 Princess St., Ste. 106
Kingston K7L 1H3
613-544-0813

Brockville Jail
Court House Square, P.O. Box 285
Brockville K6V 5V5
613-342-1456

Rideau Correctional Centre
County Rd. 2, P.O. Box 100
Burritt's Rapids K0G 1B0
613-269-4748

Cobourg Jail
77 Albert St.
Cobourg K9A 2P9
416-372-2125

Cornwall Jail
7 Water St. W., P.O. Box 1418
Cornwall K6H 5V5
613-932-5720

Lindsay Jail
50 Victoria Ave. N.
Lindsay K9V 4G3
705-324-3792

L'Orignal Jail
Queen St., P.O. Box 345
L'Orignal K0B 1K0
613-675-4644

Millbrook Correctional Centre
King St. W., P.O. Box 300
Millbrook L0A 1G0
705-932-2624

Quinte Detention Centre
89 Richmond Blvd.
Napanee K7R 3S1
613-354-9701

Ottawa-Carleton Detention Centre
2244 Innes Rd.
Ottawa K1B 4C4
613-824-6080

Pembroke Jail
297 Pembroke St. E.
Pembroke K8A 3K2
613-735-0647

Perth Jail
62 Beckwith St., P.O. Box 144
Perth K7H 3E3
613-267-4303

Peterborough Jail
Sheridan & Brock Sts.
P.O. Box 1480
Peterborough K9J 7H7
705-743-7331

Whitby Jail
200 Victoria St. W.
Whitby L1N 6G3
416-668-7791

WESTERN REGION

Regional Director
1315 Bishop St.
Cambridge N1R 6Z2
519-623-9090

Ontario Correctional Institute
109 McLaughlin Rd. S.
P.O. Box 1888
Brampton L6V 2P1
416-457-7050

Vanier Centre for Women
100 McLaughlin Rd. S.
P.O. Box 1150
Brampton L6V 2M5
416-459-9100

Brantford Jail
105 Market St., P.O. Box 577
Brantford N3T 5N9
519-752-6578

Burtch Correctional Centre
R.R. #1, Mount Pleasant
P.O. Box 940
Brantford N3T 5S6
519-484-2421

Waterloo Detention Centre
182 Hespeler Rd., P.O. Box 307
Cambridge N1R 5V2
519-621-9710

Chatham Jail
17 Seventh St.
Chatham N7M 4J9
519-352-0150

Wellington Detention Centre
588 Stone Rd. E.
Guelph N1H 6M6
519-837-2400

Guelph Correctional Centre
(includes Guelph Assessment and Treatment Unit - GATU)
785 York Rd., P.O. Box 3600
Guelph N1H 6P3
519-822-0020

Camp Dufferin (Forestry Camp)
R.R. #2
Lisle L0M 1M0
705-424-1520
(Parent Institution - Guelph Correctional Centre)

Elgin-Middlesex Detention Centre
711 Exeter Rd.
P.O. Box 65, Station B
London N6E 1L3
519-686-1922

Owen Sound Jail
1237 Third Ave., P.O. Box 517
Owen Sound N4K 5R1
519-376-0435

Sarnia Jail
700 North Christina St.
Sarnia N7V 3C2
519-337-3261

Stratford Jail
30 St. Andrew St.
Stratford N5A 1A3
519-271-2180

Walkerton Jail
209 Cayley St., P.O. Box 429
Walkerton N0G 2V0
519-881-3442

Windsor Jail
378 Brock St., P.O. Box 38
Windsor
519-254-2891

NORTHERN REGION

Regional Director
199 Larch St., 9th Flr.
Sudbury P3E 5P9
705-675-4321

Fort Frances Jail
310 Nelson St., P.O. Box 189
Fort Frances P9A 3M6
807-274-7708

Haileybury Jail
407 Main St., P.O. Box 578
Haileybury P0J 1K0
705-672-3701

Kenora Jail
1430 River St.
Kenora P9N 1K5
807-468-3168

Monteith Correctional Centre & Jail
Junction Highways 11 & 577
P.O. Box 90
Monteith P0K 1P0
705-232-4092

North Bay Jail
2550 Trout Lake Rd.
P.O. Box 354
North Bay P1B 8H5
705-472-8115

Parry Sound Jail
91-A James St., P.O. Box 166
Parry Sound P2A 2X3
705-746-5631

Sault Ste. Marie Jail
145 McNab St., P.O. Box 415
Sault Ste. Marie P6A 5M1
705-254-6817

Sudbury Jail
181 Elm St. W.
Sudbury P3C 1T8
705-675-4150

Thunder Bay Correctional Centre
Highway 61 S.
P.O. Box 1900, Station F
Thunder Bay P7C 4Y4
807-577-8401

Thunder Bay Jail
285 McDougall St.
P.O. Box 2806, Station P
Thunder Bay P7B 5G3
807-345-7364

INMATE ENQUIRY & APPEALS BR CORRECTIONS 20
416-750-3404

Inmate Enquiry & Appeals Br is responsible for the *Temporary Absence Program* (TAP) which permits carefully selected *inmates* of correctional institutions to work or to attend educational training while serving a sentence. *Permits* are conditionally approved on a day-to-day basis or for longer periods as authorized. TAP also allows selected inmates to maintain family and community ties and to attend job or educational interviews. The Branch monitors the processes and outcomes of TAP case reviews and conducts case *appeals* concerning long-term TAP's. Contact the institution housing the inmates where inquiries, representations, applications and reviews are first considered. See Ministry of Correctional Services Institutional Programs Division, CORRECTIONS 19 for list of correctional institutions. For general information on the TAP contact the Director, Inmate Enquiry and Appeals Br.

INSTITUTIONAL STAFF TRAINING BR CORRECTIONS 21
416-750-3491

Institutional Staff Training Br is responsible for training of all staff in the Ministry's *correctional institutions*. This includes Correctional Officer training and management development programs for middle and senior institutional management. Courses are delivered in several locations throughout the province.

INSTITUTIONAL PROGRAM SUPPORT SERVICES BR CORRECTIONS 22
416-750-3366

Institutional Program Support Services Br provides consultative service to programs in the Ministry's *correctional institutions*. Consultants in medicine, psychiatry, dentistry, *psychology, social work* and *chaplaincy* are responsible for planning and supervision of services in these fields. Institutional program support is also given in the areas of resources management, institutional volunteer programs, self-sufficiency, classification and allocation of inmates, education, food services, industrial programs, nursing, recreation and library services. These programs are described separately under the following entries: Bailiff Services, Education Services, Food Services, Industrial Programs, Institutional Volunteer Programs, Library Services, Medical Services, Nursing Services, Recreation Services, Resources Management, Self-Sufficiency Program.

BAILIFF SERVICES BR CORRECTIONS 23
INSTITUTIONAL PROGRAM SUPPORT SERVICES BR
416-750-3380

The chief provincial *bailiff* is responsible for the classification of provincial *inmates* with sentences of 89 days to 2 years less a day, coordinating the transfer movement of inmates within Ontario, and transferring federal inmates from provincial institutions to the Correctional Service of Canada.

EDUCATION SERVICES CORRECTIONS 24
INSTITUTIONAL PROGRAM SUPPORT
SERVICES BR
416-750-3366

Education Services administers *education* programs and ensures that they meet the academic and vocational needs of *inmates* in correctional institutions across the province. Develops *curricula* and provides *teachers* with professional supervision.

FOOD SERVICES CORRECTIONS 25
INSTITUTIONAL PROGRAM SUPPORT
SERVICES BR
416-750-3366

Food Services Consultation and Training endeavours to provide *inmates* in Ontario's *correctional institutions* with a nutritionally adequate diet and teaches *food* service *vocational* skills to inmates who display aptitude and desire for this type of training. Operational and training programs are conducted in the institutions and coordinated through the Ministry main office.

INDUSTRIAL PROGRAMS CORRECTIONS 26
INSTITUTIONAL PROGRAM SUPPORT
SERVICES BR
416-750-3366

Develops and coordinates industrial programs in a number of *correctional institutions*. The programs, which include manufacturing provincial park picnic tables, institutional furniture, motor vehicle licence plates, and canning fruits and vegetables, are conducted in order to encourage inmates to engage in meaningful and productive activities.

INSTITUTIONAL VOLUNTEER PROGRAMS CORRECTIONS 27
INSTITUTIONAL PROGRAM SUPPORT
SERVICES BR
416-750-3366

Institutional Volunteer Programs coordinates the recruiting, screening, training and supervision of *volunteers* who are involved in all phases of the operation of the Ministry's institutions. Opportunities for volunteer participation exist in all areas of the province.

LIBRARY SERVICES CORRECTIONS 28
INSTITUTIONAL PROGRAM SUPPORT
SERVICES BR
416-750-3481

Provides *library* services to *inmates* and staff in all *correctional institutions* under the Ministry's jurisdiction and to the general public, students, volunteers in *corrections,* etc. who are involved in study or in the work of the Ministry. The library (basement level, 2001 Eglinton Ave. E.) operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

MEDICAL SERVICES CORRECTIONS 29
INSTITUTIONAL PROGRAM SUPPORT
SERVICES BR
416-750-3366

Provides *medical, dental* and *psychiatric* services to *inmates* in *correctional institutions.* Sets standards for *health* care and coordinates the use of special treatment facilities.

NURSING SERVICES CORRECTIONS 30
INSTITUTIONAL PROGRAM SUPPORT
SERVICES BR
416-750-3366

Nursing Services are provided to all correctional institutions. At two of the larger institutions 24-hour service exists. *Nursing* staff act as resource persons; initiate screening programs for *tuberculosis* and *venereal disease;* follow up on health care referrals; provide assessment to medical colleagues; carry out emergency medical measures in the absence of a physician; work closely with the attending physician, psychiatrist, psychologist and other staff. Nursing staff also *counsel* and instruct *inmates* on *health* care and assess individuals' health status. All nursing staff are registered nurses.

RECREATION SERVICES CORRECTIONS 31
INSTITUTIONAL PROGRAM SUPPORT
SERVICES BR
416-750-3366

Provides *leisure education* and *fitness* programs and a wide variety of *recreation* activities in Ontario's *correctional institutions.* Programs are designed to bring *inmates* into contact with the public in controlled settings both in the institution and the community. In many institutions recreation facilities such as gymnasia and playing fields are used by the community under certain conditions. Inmates assist in community programs as officials and in other *volunteer* roles.

RESOURCES MANAGEMENT CORRECTIONS 32
INSTITUTIONAL PROGRAM SUPPORT
SERVICES BR
Ontario Correctional Institute
Brampton
416-457-7050

Resources Management is responsible for *energy conservation* and *waste* reduction in *correctional institutions.*

SELF-SUFFICIENCY PROGRAM CORRECTIONS 33
INSTITUTIONAL PROGRAM SUPPORT
SERVICES BR
416-750-3366

The Self-Sufficiency Program consists of projects in which inmates help produce their own food and clothing, and selected items through industrial programs, and operate cottage industries.

AGENCIES

ONTARIO BOARD OF PAROLE — CORRECTIONS 34

416-750-3360

The Ontario Board of Parole considers for *parole inmates* serving sentences of less than two years. The Board reviews the terms of persons in provincial correctional institutions only, not those of persons in federal institutions. The Chairman is responsible for the over-all administration of the Board and for five Regional Parole Boards and their members. The Regional Boards are responsible to the Chairman of the Ontario Board of Parole for all parole considerations made in the regions.

Western Regional Parole Board
P.O. Box 1716
Guelph N1H 6P3
519-822-0482

Eastern Regional Parole Board
1055 Princess St., Ste.307
Kingston K7L 1H3
613-542-7369

Northern Regional Parole Board
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3360

Northern Regional Parole Board Sub Office
P.O. Box 90
Monteith P0K 1P0
705-232-6969

East Central Regional Parole Board
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3360

West Central Regional Parole Board
2001 Eglinton Ave. E.
Scarborough M1L 4P1
416-750-3360

MINISTRY OF CULTURE AND RECREATION

77 Bloor St. W.
Toronto M7A 2R9
(Location Exceptions Noted)

The Ministry encourages responsible citizenship through cultural and recreational development. Its programs relate to heritage conservation, arts support, sports and fitness, information access, citizenship and multiculturalism. The Ministry supports a number of cultural, recreational and historical facilities.

DEPUTY MINISTER'S OFFICE

AFFIRMATIVE ACTION PROGRAM MCR 1
416-965-3061

The Affirmative Action Program Manager develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

COMMUNICATIONS BR MCR 2
416-965-0615

Provides information service for the Ministry. Establishes the Ministry's communications policy and advises its branches on communications problems. Provides communications support to the Minister and the Deputy Minister. Activities include media liaison, answering public inquiries, producing and distributing publications, news releases and audio-visual materials. The following programs report to the Communications Branch and are described individually: Media Production Unit, Resource Centre, Wintario Grants Information Office.

COMMUNICATIONS BR MEDIA PRODUCTION UNIT MCR 3
416-965-6761

The Unit coordinates output of Ministry publications, *audio-visual* and display materials. Edits *manuscripts,* prepares copy for typesetting, design and camera-ready art and arranges for production of these materials. Monitors Ministry material to ensure style consistency and quality.

COMMUNICATIONS BR RESOURCE CENTRE MCR 4
416-965-6763

The *Resource Centre and Library* maintains an up-to-date collection of books, pamphlets, *films,* video *tapes* and teaching materials which are made available to all Ministry staff and to any community organization involved in *cultural* or recreational programs. These materials cover various subjects such as *community development, multiculturalism,* informal *education, language training, recreation, leisure, retirement* planning, human relations, *prejudice, theatre, arts* and *crafts, Native peoples, disability, librarianship* and *volunteers.* Staff can assist in searching materials. The Resource Centre operates the Ministry *reading room* which provides public access to Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry. In Toronto contact the Resource Centre; other areas contact field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

COMMUNICATIONS BR WINTARIO GRANTS MCR 5
416-965-2390

The *Wintario Grants Information Office* is an information service for the *Wintario Grants Program.* Handles general inquiries about the program, maintains a central record of the status of all applications, gathers *statistics* and prepares reports. Net profits from *Wintario* are available to non-profit community groups, organizations, municipalities and *Indian Band Councils* for capital and non-capital projects concerning *sports, recreation, fitness, arts, heritage,* public *libraries, multiculturalism* and *citizenship* and other projects of a recreational and *cultural* nature. Information and application forms are also available from Ministry field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

FRENCH LANGUAGE SERVICES MCR 6
416-965-2506

Coordinates the provision of French language services in the Ministry of Culture & Recreation.

LEGAL SERVICES BR MCR 7
416-965-5793

Provides legal services for the Ministry and its agencies. Counsels the Ministry on legal matters including: interpretation of statutes and regulations; preparation and review of proposed legislation, regulations and other legal documents. Supplies the Ministry with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc.

FINANCE & ADMINISTRATION DIVISION

CAPITAL SUPPORT UNIT MCR 8
416-965-5399

Coordinates capital support programs of the Ministry which include the *Community Recreation Centres Act, Grants* for Cultural Support Capital and the *Wintario* Capital *Grants* Program. The Wintario Capital Grants Program provides assistance for *cultural* and *recreational* facilities: master plans and feasibility studies; their construction and renovation; and the provision and improvement of their accessibility by the *disabled.*

The programs also provide capital *grants* for community *recreation centres, sports* facilities, *arts* facilities such as *theatres* and *art galleries, museums, heritage* conservation projects, facilities for *libraries* and *multicultural* centres.

The Unit (965-0322) also provides consultation on planning studies and technical advice and information on the development and operation of *cultural* and recreational facilities *(recreation centres, arenas)* to Ministry Field Offices and customers (municipalities and incorporated non-profit organizations and community groups). Contact Field Offices listed under Field Services, Ministry of Culture and Recreation, MCR 20.

FINANCE BR MCR 9
416-965-4832

Provides the Ministry with financial management and *accounting* services. Functions include supporting Program Managers in the areas of budget preparation, financial analysis

and management by results; liaison with Central Agencies, other Ministries and the Provincial Auditor; processing, including the pre-audit, and recording of all expenditures and revenues; preparation of financial reports for management information. In addition, the Branch establishes Ministry accounting and financial policy.

INTERNAL AUDIT UNIT MCR 10
416-965-9941

Internal Audit Unit is responsible for the Ministry's audit functions which include review and appraisal of Ministry accounting, financial and operational controls.

MANAGEMENT SYSTEMS & SERVICES BR MCR 11
416-965-7486

The Branch is responsible for management systems: systems development, operations and maintenance, *records management* and *forms control* (965-0665). These services help Ministry staff plan, develop, deliver and evaluate its programs. Systems development services include the definition, development, implementation and documentation of computerized and non-computerized information and administrative systems. This includes liaison with Government Services' Communications and Computer Services Division and systems services in the private sector.

The Branch is also responsible for office and other central administrative services for the Ministry and its agencies (965-7486). Administrative Services include purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, assets management, maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. It is also responsible for office safety supervision.

PERSONNEL BR MCR 12
416-965-0225

Performs the personnel functions for the Ministry of Culture & Recreation. Also coordinates and plans Ministry's participation in government-wide *youth employment* programs. The Branch works mainly in an advisory capacity with all line managers who have primary responsibility for all personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministry's personnel, payroll and employee benefit records. Provides liaison between the Ministry and Civil Service Commission, Management Board and the Ontario Public Service Employees Union (OPSEU).

TRANSLATION BUREAU MCR 13
1200 Bay St., 10th Flr.
Toronto M5R 2A6
416-965-2891

Provides *translation* services for government ministries, designated agencies and the Legislature on a charge-back basis and provides a free service for landed *immigrants* who

need official *documents* translated into English in order to find work or pursue their education and training in Ontario. The *French* and English Language Service Sections (965-2891) are located at the above address. The *Multilingual* Service Section (965-1458) for all languages other than French, including the free translation service to the public as described above, is located at the Ontario *Welcome House,* 454 University Ave., Toronto.

CULTURE DIVISION

ARTS SERVICES BR MCR 14
416-965-6256

Arts Services Branch develops policies and programs to encourage excellence in the *arts* and wider participation in *arts* activities. Provides operating *grants* to provincial *cultural* institutions and agencies, provincial *arts* service organizations, and certain *arts* training institutions. Administers the *Wintario Non-Capital Arts Program.* The following programs of this Branch are described individually: Cultural Exchange Program, Festival Ontario, Outreach Ontario, Public Art Galleries Grants. For information, contact main office or field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

ARTS SERVICES BR CULTURAL EXCHANGE PROGRAM MCR 15
416-965-6509

Provides information and/or *grants* to community associations, individual *artists* and *arts* groups involved in interprovincial or international *cultural exchanges.* Criteria used for assessment includes public accessibility, community support, financial accountability of group, and the 'special' versus on-going nature of the project. Level of funding will be determined on an individual project basis. A variety of cultural *exchanges* between Ontario and Quebec are assisted under the auspices of the *Ontario Quebec Permanent Commission.*

ARTS SERVICES BR FESTIVAL ONTARIO MCR 16
416-965-6509

Festival Ontario coordinates *exhibitions* from major *cultural* and *arts* institutions (e.g.: *Art Gallery of Ontario, Royal Ontario Museum, Ontario Science Centre, Ontario Educational Communications Authority (OECA), Ontario Arts Council, Archives of Ontario, Ontario Film Theatre, Royal Botanical Gardens, McMichael Canadian Collection,* etc.) and makes these available free of charge to communities to augment *festivals* or special events. Festival Ontario does not organize festivals but assists at the request of communities. Contact main office or regional offices listed under Field Service, Ministry of Culture & Recreation, MCR 20.

ARTS SERVICES BR OUTREACH ONTARIO MCR 17
416-965-6256

Outreach Ontario is designed to decentralize the province's *cultural* resources by encouraging Toronto area *cultural* institutions to diversify their programs, expand extension services and undertake cooperative projects. Cultural agencies and facilities involved include: the Art Gallery of Ontario, the Royal Ontario Museum, the Royal Botanical Gardens, the Ontario Educational Communications Authority, the Ontario Science Centre, the McMichael Canadian Collection and regional public libraries. These agencies de-

velop and administer their own Outreach programs. Contact main office or field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

ARTS SERVICES BR PUBLIC ART GALLERIES GRANTS MCR 18
416-965-6256

Assists eligible non-profit community *art galleries* through *grants* for basic operating and administrative expenditures. Galleries must meet eligibility criteria and provide detailed financial and operations information. Applications are available through the main office or field offices listed in the Field Services entry, MCR 20. Art galleries may also apply to Ontario Arts Council for assistance with program and exhibition expenses.

CULTURAL INDUSTRIES BR MCR 19
416-965-7690

Provides liaison with various levels of government for the *film industry, recording* industry, *book publishing* and *periodicals* industries. Recently, became involved with commercial live *theatre*. Does not give grants; emphasizes policy development. Accepts applications from established *book* publishers for guaranteed *loans* and interest *subsidies*. Manages Ontario *Half Back* program which, from time to time, allows non-winning *Wintario* tickets to be used for discounts on certain Canadian *cultural* products.

SPORTS, RECREATION & FIELD SERVICES

FIELD SERVICES MCR 20
416-965-0617

Field Services represents the Ministry throughout the Province by delivering and communicating Ministry programs and services to the public.

The primary role of Field Services is to guide, counsel and consult with municipal and community organizations and interest groups involved in *recreational* and *cultural* activities to ensure that existing programs reflect the participants' needs, that new needs can be identified and interests can be developed. Field Services promotes *community development* and organizational skills and encourages and supports *leadership training* programs. Field Services staff are a communications link between the communities in which they work and program specialists in Queen's Park.

Consultants also administer Ministry *grants* to cultural and recreational organizations for the following: *recreation* programs (Regulation 200); community *recreation centres (Community Recreation Centres Act);* public *libraries (Public Libraries Act);* non-profit *camps* (Regulation 70/76); *heritage* and *historical* programs *(Ontario Heritage Act); museums (Museums Act); Wintario; community information centres;* programs for and by *Native peoples; multicultural* centres; *intercultural* development; *cultural* facilities; reception, orientation, *French* (in areas where there is a heavy concentration of French speaking people) and *English as a Second Language* training, for *immigrants;* summer *youth employment* for *students;* special projects. Consultants also administer discretionary funds for: *leadership training* programs; skill training programs; *organizational development;* communications projects; workshops, seminars, meetings; resource consultation to groups; experimental projects. Consultants meet with groups to explain what funding programs exist and the criteria governing them. They help in developing applications and make recommendations for groups' eligibility.

Six regional planning areas, headed by regional managers, are divided into districts coordinated by district supervisors, with geographic areas, each served by community consultants. There are 18 Ministry field offices in the Province listed below. (Note that the following branches have their own field offices: the Native Community Branch, the Heritage Administration Branch Museums Field Office and the Historical Planning and Research Branch Archaeological Field Offices. These programs are described separately under each branch's heading.)

CENTRAL EAST REGION

Regional Office &
French Language Unit
700 Bay St., 8th Floor
Toronto M7A 2R9
416-965-0283

District Office
700 Bay St.
Toronto M7A 2R9
416-965-9940
(City of Toronto,
Boroughs of York & East York)

District Office
700 Bay St.
Toronto M7A 2R9
416-965-0286
(Boroughs of Scarborough
& Etobicoke, City of North York
Region of Peel)

District Office
114 Worsley St.
Barrie L4M 1M1
705-737-3301
(Simcoe County,
District of Muskoka,
York Region)

District Office
305 Stewart St.
Peterborough K9J 3N2
705-748-3711
(Peterborough County,
Haliburton County,
Northumberland County,
Victoria County,
Durham Region)

CENTRAL WEST REGION

Regional Office & District Office
1083 Barton St.
Hamilton L8L 3E2
416-549-2471
(Regional Municipality of Halton,
Regional Municipality of Hamilton-
Wentworth)

District Office
71 King St., Ste. 301
St. Catharines L2R 3H7
416-688-6472
(Regional Municipality of
Niagara, Regional Municipality of
Haldimand-Norfolk)

District Office
55 Erb St. E., Ste. 307
Waterloo N2J 4K8
416-886-3520
(Regional Municipality
of Waterloo, Wellington & Dufferin
Counties, Brant County)

EASTERN REGION

Regional Office
1 Nicholas St., 11th Flr.
Ottawa K1N 7B7
613-566-3721

District Office
1 Nicholas St.
Ottawa K1N 7B7
613-566-3725
(Ottawa Carleton)

District Office
1 Nicholas St.
Ottawa K1N 7B7
613-566-3728
(Ottawa Valley United Counties: Prescott, Russell, Glengarry, Stormont, Dundas, Lanark, Renfrew)

District Office
280 Pinnacle St., Ste. 3
Belleville K8N 3B1
613-968-3474
(Hastings & Prince Edward, Frontenac)

1055 Princess St., 3rd Flr.
Kingston K7L 5T3
613-542-7349
(Frontenac, Leeds & Grenville, Lennox & Addington)

NORTHEASTERN REGION

Regional Office, District Office
215 Oak St. E., 2nd Flr.
North Bay P1B 1A2
705-474-3821
(Districts of Temiskaming South, Parry Sound & Nipissing)

22 Wilcox St., 2nd Flr.
Timmins P4N 3K6
705-267-7117
(Cochrane & Temiskaming North)

District Office
Elgin Tower
390 Bay St.
Sault Ste. Marie P6A 1X2
705-942-3751
(District of Algoma except North Shore)

District Office
199 Larch St., 4th Flr.
Sudbury P3E 3Z8
705-675-4346
(Manitoulin, North Shore, Mississauga Reserve, Regional Municipality of Sudbury)

NORTHWESTERN REGION

Regional Office & District Office
1825 Arthur St. E.
Thunder Bay P7E 5N7
807-475-1255
(Thunder Bay District)

District Office
479 Government Road
P.O. Box 3000
Dryden P8N 3B3
807-223-2271
(Districts of Kenora, Southern Patricia & Rainy River, Isolated Communities in the Districts of Thunder Bay, Patricia & Kenora)

SOUTHWESTERN REGION

Regional & District Office
495 Richmond St., 5th Flr.
London N6A 5A9
519-438-2947
(Middlesex, Lambton, Elgin, Perth, South Huron, Oxford)

427 Tenth St.
Hanover N4N 1P8
519-364-1626
(North Huron, Grey, Bruce)

250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
519-256-4919
(Essex, Kent)

SPORTS & RECREATION BR SPORTS SERVICES SECTION MCR 21
416-965-6546

Encourages participation in *sports* for individual enjoyment. Sports Development Unit (965-6546) promotes competition in multi-sports games (e.g., Regional and Provincial

Ontario *Summer* and *Winter Games* for the able-bodied and the *disabled).* Its *Sports Awards Program* honors accomplishments of *athletes* and citizens in amateur *sports.* Its *Coaching Development Program* improves the calibre of *leadership* in amateur sport through training courses for coaches. *Ontario Sports Travelcade* takes *sports* and *fitness* resources around Ontario to help raise the level of expertise of *athletes* and coaches. The *Ontario Elite Athlete Assistance* Program provides limited *financial assistance* to selected amateur *athletes* for training and competition. Sports Programs Unit (965-4591) provides administrative, consultative services and *grants* to provincial sport governing bodies. The *Ontario Sports Administration Centre* (429-7701), a private organization that provides administrative services for these governing bodies, is funded by this Ministry. Information on all of the above services is also available from Ministry field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

SPORTS & RECREATION BR RECREATION & FITNESS SECTION — MCR 22
416-965-2625

Recreational Services Unit (965-5665) advises community, regional and provincial *recreation* agencies and institutions and is responsible for the development of resources in: education for *leisure, therapeutic recreation,* outdoor *recreation,* camping, non-profit *camps, recreation* for families, *senior citizens* and youth, community *recreation* services, *recreation* education and *research.* Provides *grants* to non-profit *camps.* The Unit is also responsible for the *certification* of *recreation* professionals and provides support to professional *recreation* associations. Serves as contact for the *Ontario Research Council on Leisure.* Fitness Services Unit (965-6312) promotes a more active lifestyle which will improve the personal *fitness* levels of the citizens of Ontario. Programs are designed to motivate people to exercise, to educate them about physical activity, to provide greater opportunity for them to be active, and to coordinate the various agencies involved in *fitness.* The Unit operates a promotional campaign through the media and its own publications, *fitness awards* programs, consultation service concerning the *fitness* of *employees,* and *fitness leadership* training. It supports community initiatives. Information on the above services is also available from Ministry field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

HERITAGE CONSERVATION DIVISION

HERITAGE ADMINISTRATION BR — MCR 23
416-965-4021

Architectural Conservation Section provides technical support to the *Ontario Heritage Foundation* for its grants or loans programs which encourage *architectural conservation* or preservation of buildings of *historical* and/or architectural significance. Advice on preservation is offered to organizations and individuals, including assistance with the establishment of *Local Architectural Conservation Advisory Committees* (LACAC) and programs.

Historical Conservation and Promotion Section provides technical support for the *Ontario Heritage Foundation* in preserving *heritage* buildings and in erecting *plaques* to commemorate people or events of province-wide importance. Provides *grants* to help fund the operations of local *heritage* groups and gives them technical advice. Also gives municipalities and community groups *grants* to assist in the erection of local *plaques.* Ad-

ministers the *Ontario Heritage Foundation grants* program aiding projects of a *historical* nature (e.g. publication of local histories).

Museums Assistance Program provides technical advice and *grants* to *museums* owned and maintained by municipalities, *Indian Band Councils,* conservation authorities, libraries and non-profit corporations. For information on all of the above services, contact main office or field offices listed under Field Services, Ministry of Culture and Recreation, MCR 20.

HERITAGE TRUST BR MCR 24
416-965-5727

Develops the arrangements and agreements leading to the donation to, or purchase by, the *Ontario Heritage Foundation* of buildings of *historical* or architectural value, *parkland* of scenic, recreational or *archaeological* interest, conservation *easements* on such property, items of *archaeological* importance and works of *art.* Following acquisition, arrangements are made for *architectural conservation* or restoration where necessary, as well as for custody, use or display.

HISTORICAL PLANNING & RESEARCH BR MCR 25
416-965-4490

The Branch has *archaeological* and *heritage planning* expertise. To encourage *heritage* conservation, it assists in planning and development activities of other ministries. It participates in their *land use planning* (e.g., *environmental assessments),* identifies areas of conflict and areas for further investigation and evaluates the *heritage* resource base.

The Branch administers the *Ontario Heritage Act* which requires *licences* for *archaeological* work and empowers the Minister to designate *archaeological* sites and to place stop work orders on development. The Branch provides staff support to the *Ontario Heritage Foundation* in giving grants for archaeological projects and acquiring property rights for archaeological sites. It maintains a computerized *archaeological* site file, linked to the Archaeological Survey of Canada National Site Inventory in Ottawa. An historical and architectural data system is being developed.

Archaeological Field Offices of the Branch's *Archaeological Research Section* serve the above programs. Regional archaeologists are the community-centered, operational arm of the Ministry's *archaeological* program. They develop community-based programs in archaeology and *heritage conservation* and stimulate public awareness and concern through the development of a regional network of contacts and volunteer workers. They assist the head office with its *archaeological licences* and *grants* activities by doing field inspections and reports. Regional archaeologists plan, develop and manage *heritage research* programs and projects. They undertake field surveys, excavations and technical analyses of artifacts in conjunction with the Branch's advisory services, other governmental development activities and local community interests, adding to the basic *archaeological* data for the pre-history and history of Ontario and conserving *archaeological* resources. Archaeological field offices assist municipalities and developers in recognising and evaluating archaeological and other heritage resources.

Regional archaeologists provide information, advice, technical assistance and *heritage* conservation services to municipalities, educational institutions, *archaeological* societies, private corporations and the public. They prepare manuscripts for scholarly and popular publication of *archaeological research.*

Regional archaeologists respond to emergency situations requiring rescue and salvage of threatened *heritage* sites. Regional Archaeologists provide information and educational assistance on archaeology and heritage conservation to the community, including lectures, displays, publications and organizational counselling.

There are six offices throughout the Province (arranged alphabetically by name of city or town):

207 First St. S.
Kenora P9N 1C2
807-468-8928
(Northwestern)

55 Center St.
London N6V 1T4
519-433-8401
(Southwestern)

1 Nicholas St.
Ste. 1105, 11th Flr.
Ottawa K1N 7B7
613-238-5157
(Eastern)

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 2A7
705-253-2625
(Northeastern)

1825 East Arthur St.
Thunder Bay 'F' P7E 5N7
807-475-1447
(North Central)

700 Bay St., 8th Flr.
Toronto M5G 1Z6
416-965-8258
(South Central)

HURONIA HISTORICAL PARKS MCR 26
P.O. Box 160
Midland L4R 4K8
705-526-7838

The Ministry operates and maintains *historic sites* at Midland *(Sainte-Marie among the Hurons)* and at Penetanguishene *(Historic Naval & Military Establishments)*. Ste-Marie, once a 17th century French Jesuit mission, has been reconstructed on its original site. The Historic Naval & Military Establishments is a restored and reconstructed 19th century British *naval* base and *military* garrison. Both are open to the public mid-May to Labour Day but Ste-Marie remains open until the Canadian Thanksgiving. The historical attractions are operated to promote an appreciation of the native *Indian, French* & British heritage of Ontario. Costumed staff demonstrate skills and *crafts* of the eras. A resource *library* at Ste-Marie, open to the public year round on weekdays, provides information about the two historic sites.

OLD FORT WILLIAM MCR 27
Vickers Heights P.O.
Thunder Bay P0T 2Z9
807-577-8461

Old Fort William, one of the *historic sites* operated by the Ministry, is a reconstruction of the original Fort William to the period 1803-1821. The original fort was the inland headquarters of the North West Company and the focal point of the Company's operations and vast explorations. Each summer it was the temporary home of 2,000 or more voyageurs, clerks, natives and North West Company partners who assembled there for the Great Rendezvous. Today, the visitor is invited to 'venture into the past' to experience life as it was in this colourful era. Old Fort William is a living historical community and,

as such, it offers the visitor a wide range of experiences. It is open to the public from mid-May to the end of September.

CITIZENSHIP DIVISION

CITIZENSHIP SERVICES BR MCR 28
416-965-6621

Develops and supports programs aimed at developing and improving *ethnic* and intercultural relations. Programs include: developing an appreciation for different ethnocultural groups in Ontario; encouraging information sharing through intercultural workshops; assisting the development within institutions of a sensitivity to cultural differences. Branch consultants provide consultative services, publications, *films, tapes,* and intercultural development *grants* to community groups, voluntary agencies, professional associations, and other institutions. Consultants also work with other ministries to encourage and monitor the implementation of the government's *multicultural* policy. The Community Outreach unit described separately is also a part of this Branch. Branch services are also available through the Ministry's field offices (see Field Services, Ministry of Culture & Recreation, MCR 20).

The Branch is responsible for the Ministry's liaison with the *Multicultural History Society* (416-979-2973) which is funded by *Wintario.* The Society is engaged in the *Multicultural History Project* to collect, catalogue and preserve *historical* material on Ontario *ethnocultural* groups. Once processed, the material is made available to the public through the *Archives of Ontario.*

CITIZENSHIP SERVICES BR COMMUNITY OUTREACH UNIT MCR 29
416-965-7505

Advances and encourages responsible *citizenship* by: promoting and facilitating the development of individual *leadership* capabilities and the increased organizational effectiveness of community groups; encouraging and enhancing *volunteer* participation and action. Support is provided through consultative and advisory services, *financial assistance,* training and development programs and educational resource materials. Clientele served include non-profit cultural and recreational community groups, provincial agencies and municipalities involved in the areas of arts, recreation, sports, heritage and ethnocultural matters.

NATIVE COMMUNITY BR MCR 30
416-965-5003

The Branch consults and works with *Native* communities and organizations to assist in encouraging Native self-reliance and participation in the life of the province. Branch objectives are: to support Native *heritage* preservation and cultural continuity, to assist Native communities in socio-economic development, to promote the development of human resources and *leadership* in the Native community, and to facilitate direct Native access to government services and resources. Its programs include consultative assistance, *research* and *information,* publications, policy advisory services and *grants.*

Consultation is provided to Metis communities, Friendship Centres, the Native Women's Association, *Indian Bands,* Native cultural and communications groups and other local Native groups by the Branch's Community Resource Officers throughout Ontario. Pro-

vincial Native organizations have recourse to Toronto consultants. Consultation services include: assisting native communities in identifying local problems and in developing appropriate projects; advising Native communities and organizations of services or programs which could help their development, and assisting them in securing resources necessary to conduct *community development* projects; linking Native communities and organizations with the appropriate provincial ministries and agencies; providing assistance to Native leaders on the preparation, submission and evaluation of project proposals to government.

The Branch has developed a vertical file system on Native people. Research studies and information are being gathered and organized in the areas of demographic data, and social and economic conditions. Publications are being developed to promote a better knowledge of Native people and their organizations throughout Ontario.

The Branch provides information and consultation to provincial ministries and agencies on policies or programs related to Native people. Its *grants* program provides assistance to projects such as: Native heritage, communications, social development, leadership training, small *businesses,* provincial organization support, feasibility studies, and meetings.

Branch services are provided through 11 field officers and three area supervisors (see list below). Staff in Toronto provide research support to the field, work directly with provincial organizations and liaise with other federal and provincial departments, ministries and agencies.

NORTHEAST AREA

Area Supervisor
15 Matchedash St. N.
Orillia L3V 4T4
705-325-9561

390 Bay St., 3rd Flr.
Sault Ste. Marie P6A 1X2
705-942-0419

199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4349

22 Wilcox St., 2nd Flr.
Timmins P4N 3K6
705-267-7110

NORTHWEST AREA

Area Supervisor
1825 East Arthur St.
Thunder Bay P7E 5N7
807-475-1225

240 Scott St., 2nd Flr.
Box 613
Fort Frances P9A 3M9
807-274-9732

303 Main St.
Box 778
Geraldton P0T 1M0
807-854-0169

20 Main St.
Kenora P9N 1S7
807-468-5568
(West Patricia area
& Kenora/Dryden area)

1825 East Arthur St.
Thunder Bay P7E 5N7
807-475-1225

SOUTHWEST AREA

Senior Consultant
77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-5003

77 Bloor St. W., 5th Flr.
Toronto M7A 2R9
416-965-5003
(Toronto/Hamilton/Ottawa)

495 Richmond St., 5th Flr.
London N6A 5A9
519-438-2947

NEWCOMER SERVICES BR MCR 31
416-965-2285

Provides programs related to reception and settlement, orientation and language training of *immigrants* and *refugees*. Provides the 'Newcomer's Guide to Services in Ontario', an orientation resource to newcomers, teachers and counsellors of newcomers, available in several languages. Gives information on setting up parents' and preschoolers' and other community-based newcomer language and orientation classes. Print and *audio-visual* materials and information on French and *English as a Second Language* (ESL) teaching and classes are available from the ESL clearing house (965-4331). For information on newcomer integration (NI) project grants including grants for refugee settlement and newcomer language orientation classes (NLOC) grants, contact Ministry field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

NEWCOMER SERVICES BR INDO-CHINESE MCR 32
454 University Ave.
Toronto M5G 1R6
416-965-9268

The Indo-Chinese Refugee Unit provides a clearing house of information about the *refugees* and consultation and support for communities and agencies assisting Indo-Chinese refugee families.

NEWCOMER SERVICES BR WELCOME HOUSE MCR 33
454 University Ave.
Toronto M5G 1R6
416-965-3021

The *Ontario Welcome House* provides *English as a Second Language* (ESL) instruction linked with child care (965-2365) and *multilingual information service* and referral to government and social agencies. *Multilingual* receptionists at the Toronto International Airport (678-2540) assist *immigrants* upon arrival.

INFORMATION ACCESS DIVISION

INFORMATION ACCESS DIVISION MCR 34
416-965-0862

The Division provides a focus for government-wide initiatives for improving public access to Ontario government information and services. It provides direction to community-based information providers through the Libraries and Community Information Branch and is responsible for a central information resource through the Citizens' Inquiry Bureau of the Citizen's Information Branch.

CITIZENS' INFORMATION BR MCR 35
416-965-0862

The Branch is responsible for coordinating government-wide initiatives related to im-

proving public access to Ontario government information and services. These include: creating a separate section of local telephone directories for government and other services; improving the listing of Ontario government services; encouraging ministries to set up long-distance telephone programs to ensure that all citizens of the Province can reach key government programs toll-free.

Toll-free numbers to Ontario government services are now listed in local telephone directories. For help in identifying the appropriate service, the public in these areas can call locally: Toronto, 965-1211; London, 679-7000; Ottawa, 566-2721; Sudbury, 675-4547; Thunder Bay, 475-1110. For the rest of Northern Ontario, call the local Ministry of Northern Affairs Office listed under the Field Operations, Ministry of Northern Affairs, MNA 2. All other areas, ask Operator for *Zenith Ontario.*

The Citizens' Information Branch is responsible for the Citizens' Inquiry Bureau (described separately) and the *Information Access* offices in London and Ottawa:

353 Richmond St.
Main Floor, Room 3
London N6A 3C2
519-679-7000

Central Switchboard, County Courthouse
2 Daly Ave., Room M19
Ottawa K1N 6E2
613-566-2721

CITIZENS' INQUIRY BUREAU MCR 36
416-965-3535

The *Citizens' Inquiry Bureau* is an information service which refers the inquirer to the appropriate source of Ontario government information or coordinates information and services for those unable to do so themselves. Serves the public both directly and by assisting other Ontario government offices including the Queen's Park switchboard, Members of Provincial Parliament, community information centres, libraries, community and private organizations, and those referred from these sources. Responds to general inquiries on Ontario and the organization and services of its government; produces publications such as this Index to Ontario government programs and services. Citizens' Inquiry Bureau operates a teletype service for the *deaf* (TTY), which enables the deaf to ask questions about provincial services from anywhere in Ontario. In Toronto, call 965-5130. Long-distance, call 1-800-268-7095.

COMMUNITY INFORMATION SERVICES PROGRAM MCR 37
416-965-0862

Provides *grants* to fund eligible *community information centres;* advises them on matters such as information management, policy, staffing and *volunteer* training and prepares publications. Contact field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20. The Community Information Services Program is part of the Libraries and Community Information Branch.

LIBRARIES & COMMUNITY INFORMATION BR MCR 38
416-965-2696

The Branch is responsible for assistance to *public libraries* and *community information centres* throughout Ontario. Provides *grants* and *statistics* and other information assistance. Maintains close liaison with associations related to library and information functions and develops library services on a province-wide basis. Publishes the *Ontario Li-*

brary Review and *In Review: Canadian Books For Young People.* Serves as the contact for the *Ontario Provincial Library Council,* established under the Public Libraries Act to advise the Minister on the development and coordination of library services in Ontario. The Council has 23 members, nine appointed by the Ministry and 14 by the regional library boards.

AGENCIES

ADVISORY COUNCIL ON MULTICULTURALISM & CITIZENSHIP MCR 39
1200 Bay St., 10th Flr.
Toronto M7A 2R9
416-965-6889

The *Advisory Council on Multiculturalism & Citizenship* consists of sixty members appointed by Order in Council who are regionally and ethnically representative of major ethnic cultures and populations in Ontario and have had previous experience related to *multiculturalism.* Council's role is to advise the government of Ontario on all matters within the authority of the government which pertain to *multiculturalism* within a context of full, equal and responsible *citizenship* for all residents of the province. Reports to the Minister of Culture & Recreation.

ARCHIVES OF ONTARIO MCR 40
77 Grenville St.
Toronto M5S 1B3
416-965-4030

The *Archives of Ontario* acquires significant unpublished *documents* to preserve Ontario's *historical heritage* and to retain information of long-term operational value to government ministries. Obtains from Ontario government agencies important non-current records through statutory control, and from other sources through donation or purchase, any important *historical manuscripts, maps, pictures, photographs,* early *newspapers,* etc. Maintains a conservation *laboratory* for document restoration of Archives' holdings. Operates a *library* (965-4039) and public reading room for those doing *historical,* administrative, legal or other *research.* Welcomes information on the location of *historical* material. Archive's staff also advises and assists ministries and government agencies on cost-efficient *records management,* including *forms control, microrecording,* correspondence, reports. Coordinates *records management* training courses for ministries and government agencies (965-2187).

ART GALLERY OF ONTARIO MCR 41
317 Dundas St. W.
Toronto M5T 1G4
416-977-0414

Cultivates and advances the cause of visual *arts* in Ontario with programs, lectures and *films* on the origin, development, appreciation and techniques of the visual *arts.* Exhibits works of *art* from its permanent collection and invitational and loan *exhibitions* in the *art* gallery and *The Grange,* a restored historic Toronto house. Circulates exhibitions to Ontario communities. Offers an *art* rental service, *art book shop, audio-visual library, art* reference *library, art* classes, *tours* and *speakers bureau.*

CJRT-FM INC. MCR 42
297 Victoria St.
Toronto M5B 1W1
416-595-5281

CJRT-FM provides educational opportunities for the citizens of Ontario by offering *adult education* through *university* level credit courses as well as programming designed to provide a better understanding and appreciation of such fields of interest as the *arts, music* and *literature.* All program content is presented without commercial sponsorship.

CONSERVATION REVIEW BOARD MCR 43
416-965-1432

Holds hearings at the request of a municipality if owners object to municipal designation of property for *historical* or *architectural conservation.* The Board reports its opinion to the municipal council. Hearings are also held if there are *appeals* against the Minister's designation of *archaeological* or *historic sites* or against the Minister's refusal of archaeological *licences.*

COUNCIL FOR FRANCO-ONTARIAN AFFAIRS MCR 44
416-965-0598

The *Council for Franco-Ontarian Affairs* is an advisory body which makes recommendations to Ontario government ministers (except the Ministry of Education) on matters affecting Franco-Ontarians within the responsibility of their ministries. The 15 council members, including the full-time chairperson, are French-speaking Ontarians, appointed by order-in-council for three-year terms, who are representative of various professions and regions of the province. The Council maintains close liaison with the *Franco-Ontarian* community, keeping well informed of Franco-Ontarians' expectations of, and needs for, government services in *French.* Constant communication is maintained with ministries concerning the formulation and implementation of policies affecting Franco-Ontarians. The Council sponsors a wide variety of publications, *research* projects, surveys, meetings, and seminars.

THE McMICHAEL CANADIAN COLLECTION MCR 45
Islington Ave.
Kleinburg L0J 1C0
416-893-1121

An *art* gallery in a beautiful setting in Kleinburg, the *McMichael Canadian Collection* has an extensive collection of the works of Canadian *artists* including Tom Thomson, Emily Carr, David Milne, Clarence Gagnon, J.W. Morrice and the *Group of Seven.* Original Group of Seven members were A.Y. Jackson, Lawren Harris, J.E.H. MacDonald, Franklin Carmichael, Arthur Lismer, Frederick H. Varley, and Frank H. Johnston. A.J. Casson, Edwin Holgate and LeMoine FitzGerald joined later. Also included are works of *art* by *Native peoples.* The collection is open every afternoon except Monday. All mornings and all day Monday are reserved for school *tours* by appointment.

ONTARIO ARTS COUNCIL MCR 46
151 Bloor St. W.
Toronto M5S 1T6
416-961-1660

The *Ontario Arts Council* promotes the study, enjoyment, and production of works in the *arts*. Provides *grants* in response to applications from performing and creative *arts* groups such as *theatre* and *dance* companies, *orchestras* and concert societies, *art galleries* and *schools, publishing* houses and *periodicals,* local and regional *arts* councils and *festivals, arts* service groups and community *arts* projects. Individual *artists,* e.g., painters, *sculptors, playwrights, composers, writers, choreographers, poets, film-makers,* video *artists* and *photographers* may apply also. The Council has officers on staff who represent various *arts* disciplines and pursuits. Other programs include *Creative Artists In Schools* (CAIS) and *Ontour* which assists concert *artists,* soloists, performing groups, and groups that sponsor local appearances. The Ontario Arts Council is concerned with the development of local and regional *arts* resources, and *Franco-Ontarian arts.*

OECA MCR 47
2180 Yonge St.
Toronto M4S 2C1
416-484-2600; 1-800-268-8840

The Ontario Educational Communications Authority, *(OECA),* a provincial *crown corporation,* administers educational broadcasting in Ontario. *OECA* designs and produces TV-based learning systems in English and *French* designed for in-school and *pre-school education, adult education,* and *teachers. OECA* operates an *educational television* network, TVOntario, with outlets in Toronto (Channel 19), Ottawa (Channel 24), Kitchener (Channel 28), London (Channel 18), Chatham (Channel 19), Windsor (Channel 32), Thunder Bay (Channel 9), Sudbury (Channel 19), & Sault Ste. Marie (Channel 20). Other surrounding areas receive full *TVOntario* service on their local cable systems. TVOntario's broadcast day extends for 16 hours. OECA distributes large parts of its daily schedule by Anik B satellite to 46 experimental ground stations in remote areas; provides a cable package for viewers in areas not reached by TVOntario; distributes video & audio *tapes;* maintains a *library* and publishes print materials supporting educational programming. Schedules and information on programs is available on request.

ONTARIO HERITAGE FOUNDATION MCR 48
416-965-9504

The *Ontario Heritage Foundation* advises the Minister of Culture & Recreation on issuing *archaeological licences* and on designating significant archaeological and *historic sites.* Provides *grants* to encourage innovative new work in archaeology and to help complete artifact analysis. Provides *grants* or *loans* for *architectural conservation* to encourage renovation of buildings of *historical* or architectural significance. Provides *grants* to assist *historians* with the preparation and printing of *manuscripts* of local, regional or specialized interest related to Ontario's *heritage.* Erects historical *plaques* which recognize people, places, buildings and events of significance to the history of the province. Acquires, usually by donation, *heritage* properties, *parkland,* works of *art* and *historical* artifacts. Contact main office or field offices listed under Field Services, Ministry of Culture & Recreation, MCR 20.

ONTARIO HISTORICAL STUDIES SERIES MCR 49
Glendon College
2275 Bayview Ave.
Toronto M4N 3N6
416-487-6142

The *Ontario Historical Studies Series Project* produces comprehensive, scholarly and readable books on the *historical* development of Ontario. The series is divided into six parts: bibliography of Ontario history; biographies of major premiers; historical atlas; theme studies on aspects of Ontario's economic, social, political and cultural development; general history; and oral history featuring interviews with people who have played a key role in Ontario's development. The series receives financial support from the Ministry of Culture & Recreation.

ONTARIO LOTTERY CORPORATION MCR 50
2 Bloor St. W.
Toronto M4W 3H8
416-961-6262

The *Ontario Lottery Corporation* manages *Lottario, Super Loto, Wintario,* and the *Provincial Lottery.* To find out winning lottery numbers, consult newspapers the next day (Monday newspapers for the *Lottario),* see lists posted at retailers, or telephone the following numbers for a recorded message: *Lottario,* 416-870-9122 (Toronto); *Provincial Lottery,* 416-870-9161 (Toronto); *Super Loto,* 416-870-9135 (Toronto); *Wintario,* 416-870-9170. Proceeds from *Super Loto* sales in Ontario will be used for hospital capital projects and proceeds from *Provincial Lottery* sales in Ontario are used to provide grants for health research and related environmental projects. For information on the *Wintario* grants program, see Communications Br *Wintario Grants.*

ONTARIO SCIENCE CENTRE MCR 51
770 Don Mills Road
Don Mills M3C 1T3
416-429-4100

The *Ontario Science Centre* explains science and technology to the public through innovative methods. The Centre invites audience participation in its 550 *exhibits* and in its demonstrations, workshops and theatre presentations. It provides special *exhibitions, films* and lectures and free education programs for Canadian school classes booked in advance of their visit. More than *tours,* these are specially structured learning programs. Four major travelling *exhibitions* visit shopping malls, schools, libraries and recreation centres throughout Ontario. The Centre also houses the *Ontario Film Institute* which is a reference and information centre, the *Ontario Film Theatre* which screens *films,* and the *Ontario Film Archives.* For a recorded message giving general information on special programs, admission costs or hours, call 416-429-4423.

ROYAL BOTANICAL GARDENS MCR 52
Box 339
Hamilton L8N 3H8
416-527-1158

The *Royal Botanical Gardens* (RBG) in Hamilton-Wentworth and Halton Regions consists of 2000 acres of developed *gardens* featuring world-renowned plant collections complemented by extensive natural areas served by 27 miles of interpretive nature trails. Ed-

ucational programs range from courses on horticulture and botany, and design with plant material, instruction for school classes to *university* credit courses. The RBG also offers the public extensive *horticultural* information on ornamental, native and poisonous *plants,* edible and poisonous *mushrooms,* and information on *birds. Tours* can be arranged. Participates in Outreach Ontario and Festival Ontario.

ROYAL ONTARIO MUSEUM MCR 53
100 Queen's Park
Toronto M5S 2C6
416-978-3690

The *Royal Ontario Museum,* incorporating the *Canadiana* collections (978-6738) at 14 Queen's Park Crescent West and the *McLaughlin Planetarium* (978-8558), is the largest of Canada's public *museums* and a major *research* institution with excellent collections in 20 departments. These include the *arts, archaeological* studies (e.g., Chinese, Egyptian) and *science* (e.g., Mammalogy, Mineralogy, Entomology, Ornithology, Vertebrate Palaeontology). The departments identify objects related to their fields such as *birds, insects,* works of *art,* artifacts, etc. for information only, not for monetary purposes (call or write for appointment). The ROM maintains specialized *libraries* and offers *tours,* a Discovery Room (inviting public participation when viewing *exhibits),* travelling *exhibitions,* museumobiles, a *Speakers Bureau,* lectures and *art* instruction, showings of films, clubs for *senior citizens* and *children.*

SIMCOE MEMORIAL FOUNDATION MCR 54
8 York St., 2nd Flr.
Toronto M5J 1R2
416-965-2673

The *Simcoe Memorial Foundation* is responsible for the upkeep of *Wolford Chapel* in Devon, England, which was deeded to Canada and where Ontario's first Lieutenant Governor, John Graves Simcoe and his wife are buried. To stimulate an awareness, participation and pride in the Simcoe *heritage,* the Foundation is engaged in many projects including: an educational program, *audio-visual* presentations, *historical* pageants, 'Simcoe' appearances and lobbying municipalities to proclaim *Simcoe Day.*

PUBLIC LIBRARIES PROGRAMME REVIEW MCR 55
416-965-0862

The Public Libraries Programme Review was established in October, 1980 to review *public library* policy and this Ministry's role in the leadership and coordination of public library service throughout the province. It is anticipated that the Review will run for two years to December, 1982. To achieve the goals of the Programme Review and in order to evaluate the current organization and structure of public library service delivery and provincial funding support to *public library* boards, a number of groups, along with Ministry staff, will consult with the public library community. The consultations will deal with legislative, financial, structural and organizational concerns. The view of all groups and persons interested in the successful delivery of public library service will be received. These views will be analyzed and an implementation plan will be carried out during the Programme Review period and afterwards to ensure the continued development of public library services in Ontario.

MINISTRY OF EDUCATION

Mowat Block, 900 Bay St.
Queen's Park, Toronto M7A 1L2
(Location Exceptions Noted)

The Ministry of Education ensures the provision of elementary and secondary school education in Ontario including correspondence courses, schools for the deaf, the blind and the handicapped.

DEPUTY MINISTER'S OFFICE

COUNCIL FOR FRANCO-ONTARIAN EDUCATION EDUC 1
416-965-2199

The *Council For Franco-Ontarian Education* is an advisory body within the Ministry of Education and the Ministry of Colleges and Universities. Its purpose is to ensure the continuing development of *education* for *French* speaking *students.*

PLANNING AND POLICY ANALYSIS DIVISION

AFFIRMATIVE ACTION PROGRAM EDUC 2
416-965-2060

The Affirmative Action Program Manager develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

GRANTS POLICY BR EDUC 3
416-965-6401

Serves the Ministry of Education and the Ministry of Colleges and Universities. Determines policy for the distribution of general legislative *grants* to publicly supported *school boards.* Provides *architectural* advice to school boards and architects on building needs and controls the allocation of capital funds for the construction of elementary and secondary *schools.* Conducts *research* in *energy conservation* in schools, colleges and universities.

POLICY LIAISON AND LEGISLATION BR EDUC 4
416-965-2060

Serves both the Ministry of Education and the Ministry of Colleges and Universities. Provides policy advice, analysis and interpretation for the two Ministries; serves in a liaison capacity with organizations of *teachers,* principals, trustees and officials of *schools* and the *Council of Ministers of Education* (Canada) and other external bodies related to education and participates in the Ministries' *youth employment* program. The legislation unit and the legal services unit provide *legal services* to the two Ministries and *information services* and advice to *school boards,* municipalities, teachers and the public about education statutes that affect their rights, duties and responsibilities. The Branch counsels the Ministry on legal matters including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, settlement of claims, acting at court hearings, etc. The Branch is responsible to the Attorney General's Office.

RESEARCH AND EVALUATION BR EDUC 5
416-965-6789

Serves the Ministry of Education and the Ministry of Colleges and Universities. Disseminates *education research* results to school boards and to the public and may provide contracts for education *research* proposed by qualified researchers in Ontario educational organizations (965-3141). The Branch publishes research findings on the Ministries' research contracts through the Ontario Government Bookstore and develops and coordinates educational evaluation systems.

ASSISTANT DEPUTY MINISTER ADMINISTRATION

INTERNAL AUDIT SERVICES BR EDUC 6
416-965-5921

Performs the audit function for the Ministry of Education and the Ministry of Colleges and Universities, a service which includes review and appraisal of the Ministries' accounting, financial and operational controls.

MANAGEMENT INFORMATION SYSTEMS BR EDUC 7

Serves the Ministry of Education and the Ministry of Colleges and Universities. The Branch gathers and validates data on *school boards, schools, universities, teachers* and *students* (965-6698). It maintains a record of private *schools* operating in the province (965-6802) and develops *statistics* and *publications* (965-2636). Data processing, *systems development, information services* and *administrative services* are available to school boards. These services include systems for: creating student timetables, maintaining and reporting on individual student *records,* the administration of *personnel* and *payroll records,* and providing assistance to students in *career* and educational planning. The Branch also evaluates teaching qualifications and issues teachers' and supervisory officers' certificates; provides evaluation of educational *documents* and credentials from other jurisdictions, at the primary and secondary levels, for employment purposes or on request of provincial schools or institutions (965-1356); provides equivalent standing for Ministry summer courses (965-5831). The Branch provides transcripts of other *records* for *students* (965-2234) and of teacher training courses (965-2600); administers the issuance of secondary school *diplomas* and the award of *scholarships* at the primary and secondary school levels (965-7291).

The Branch also includes the *Information Centre,* (965-4581) which maintains a collection of books, periodicals, reports, and other materials relevant to the functions of the two Ministries; is an access point to numerous other information sources both within and outside the ministries; and provides *library* reference, research, and current awareness services to the staffs of the two ministries. The Information Centre operates a *reading room* (965-1451) for the two Ministries. The reading room provides access to publications, statutes, regulations, and most manuals and internal procedures used by both Ministries. The *ONTERIS (Ontario Educational Resources Information System)* Program is a part of the Information Centre. ONTERIS is developing data bases providing information on educational *research* reports, *curriculum* documents, and other materials. These data bases are accessible online.

OPERATIONS ANALYSIS & MANAGEMENT DEVELOPMENT BR — EDUC 8
416-965-3100

Serves the Ministry of Education and the Ministry of Colleges and Universities. The Branch is responsible for the preparation and coordination of the annual estimates and for the monitoring of expenditure trends throughout the year. It provides analytical and support services for branches and senior management, and plans and implements programs for the development of managers and for the improvement of the management process.

PERSONNEL BR — EDUC 9
416-965-2222

Performs the personnel functions for the Ministry of Education and the Ministry of Colleges and Universities. The Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their unit. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances and all matters affecting working conditions and performance. Maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet and the Ontario Public Service Employees Union (OPSEU).

OPERATIONS

COMMUNICATIONS SERVICES BR — EDUC 10
416-965-6407

Serves the Ministry of Education and the Ministry of Colleges and Universities. The Branch operates public information programs for the two Ministries and a public information service, answering written and telephone enquiries on all *education* related matters; stages *exhibits* in support of activities of the Ministries; supervises the production of all publications issued by the two Ministries.

FINANCIAL SERVICES BR — EDUC 11
416-965-2613

Serves the Ministry of Education and the Ministry of Colleges and Universities. Administers all programs of *grants* to *school boards, colleges* of applied arts and technology, *universities* and related institutions (965-7954). Sets standards for, advises on, and supervises the *audit* of financial documents of institutions (965-7954). Determines and issues final approval for costs of *school board* capital projects approved for provincial funding (965-4876). Prepares claims on *federal-provincial* cost sharing programs (965-3595) and provides financial management and *accounting,* the collection of *loans* made under the *Ontario Student Aid Loan Plan,* and of fees and revenues, including fees for duplicates of students' transcripts and teachers' certificates and fees from tradesmen and apprentices.

OFFICE SERVICES BR — EDUC 12
416-965-4503

Serves the Ministry of Education and the Ministry of Colleges and Universities, provid-

ing administrative services to both Ministries. These services include purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Branch is also responsible for office safety supervision.

ASSISTANT DEPUTY MINISTER EDUCATION PROGRAMS REGIONAL SERVICES

REGIONAL SERVICES SECRETARIAT — EDUC 13

416-965-5606

The Regional Services Secretariat, under the direction of the Executive Director, Regional Services Division, provides a coordination and support function for the Regional Services Division. It carries out the inspection of private *schools* and also provides the services of provincial attendance counsellors. This Division comprises the Regional Offices and Provincial Schools Branch which are described separately below.

PROVINCIAL SCHOOLS BR CORRESPONDENCE EDUCATION — EDUC 14

909 Yonge St.
Toronto M4W 3G2
In Toronto, call 965-2657
Elsewhere in Ontario, call 1-800-268-7065

Provides for Ontario residents a program of elementary school *correspondence courses* (Grades 1-8) and secondary school correspondence courses (Grades 9-13). The courses are free of charge and available throughout the year; a number of them are offered in English and *French.* Certificates and *diplomas* earned by students for successful completion of courses are the same as those issued for completion of courses in Ontario elementary and secondary *schools.* For information about courses, e.g., conditions for enrolment and enrolment procedures, call the above numbers or contact the Ministry Regional Offices (listed under the Regional Offices entry, EDUC 16).

PROVINCIAL SCHOOLS BR RESIDENTIAL SCHOOLS PROGRAM — EDUC 15

416-965-2619

Residential Schools Program operates residential *special education* programs in schools for the *blind* and *deaf,* in developmental centres for the *retarded,* developmentally handicapped or *emotionally disturbed* and in training centres for juveniles and children with severe *learning disabilities.* Operates a teacher *education* centre in Belleville for *teachers* of the *deaf.* Residential *schools* serve as resource centres for local school boards establishing local day school programs for exceptional *students.* Channels communication between the Ministries and schools (e.g., private *schools,* private vocational *schools* and *correctional* schools). Provides services of *Provincial Attendance Counsellor.* Administers regional schools for *nursing* assistants and administers operation of private vocational schools. The schools are listed below.

DEVELOPMENTAL CENTRES

Adult Occupational Centre, Edgar
Box 12000
Barrie L4M 4W3
705-728-6910

Southwestern Regional Centre
Box 1000
Blenheim N0P 1A0
519-676-5431 Ext. 232

Muskoka Centre
Box 280
Gravenhurst P0C 1G0
705-687-2201

White Oaks School
Box 1002
Hagersville N0A 1H0
416-527-0761

South Cottage School
Box 7777
Kingston K7L 5H1
613-549-5600 Ext. 213

CPRI
Box 2460
London N6A 4G6
519-471-2540

Huronia Regional Centre
Box 1000
Orillia L3V 6L2
705-326-7361 Ext. 372

Midwestern Regional Centre
Box 400
Palmerston N0G 2P0
519-343-2015

Prince Edward Heights
Box 440
Picton K0K 2T0
613-476-2105

Thistletown Regional Centre
51 Panorama Court
Rexdale M9V 4L8
416-741-1210 Ext. 341

Rideau Regional Centre
Box 2000
Smith Falls K7A 4T7
613-283-2990

Northwestern Regional Centre
Box 3270
Thunder Bay P7B 5J8
807-345-0576 Ext. 331

Surrey Place Centre
2 Surrey Place
Toronto M5S 2C2
416-925-5141

TRAINING SCHOOLS

Champlain School
Alfred K0B 1A0
613-679-2218

Brookside School
Box 159
Cobourg K9A 4K6
416-372-5451

Syl Apps School
475 Iroquois Shore Road
Oakville L6J 5E8
416-844-4110

Sprucedale School
Box 606
Simcoe N3Y 4L8
519-426-3561

Cecil Facer School
Box 850, Station 'B'
Sudbury P3E 4S3
705-522-1250

DEMONSTRATION SCHOOLS

Trillium School
347 Ontario St. S.
Milton L9T 3X9
416-878-8428

Centre Jules Leger
631 Smythe Road
Ottawa K1G 1N7
613-523-7063

SCHOOLS FOR THE DEAF & THE BLIND

The Sir James Whitney School (Deaf)
350 Dundas St. W.
Belleville K8P 1B2
613-962-5361

The W. Ross Macdonald School (Blind)
350 Brant Ave.
Brantford N3T 3J9
519-759-0730

The Robarts School (Deaf)
1090 Highbury Ave.
Box 7300
London N5Y 4V9
519-453-4400

The Ernest C. Drury School (Deaf)
255 Ontario St.
Milton L9T 2M5
416-878-2851

REGIONAL SCHOOLS FOR NURSING ASSISTANTS

The Hamilton School
31 Walnut St. S.
Hamilton L8N 2K9
416-529-1187

The London School
205 York St., 2nd Flr.
London N5A 1B4
519-432-7506

The Sudbury School
699 Frood Road
C.K.N.C. Bldg.
Sudbury P3C 5A3
705-673-5001

The Thunder Bay School
1111 Victoria Ave., 2nd Flr.
Thunder Bay P7C 1B7
807-475-1615

The Toronto School
90 Gerrard St. W., 3rd Flr.
Toronto M5G 1J6
416-965-2131

REGIONAL OFFICES EDUC 16
416-965-5606

Regional Offices serve the Ministry of Education and the Ministry of Colleges and Universities. The Regional Offices inform school systems about Ministry programs and policies on *education* and ensure that these policies are carried out; inform the Ministry about activities and issues in school systems; make recommendations for action and policy formulation; assist *school boards* to develop means of evaluating their programs; offer program administration support to those boards whose size precludes an administrative structure; maintain liaison with the public, *universities,* faculties of *education,* other ministries and related bodies; administer programs and policies delegated to regional directors. There are six Regional Offices in Ontario:

Western Ontario Region
759 Hyde Park
London N6H 3S6
519 472-1440

Northeastern Ontario Region
Box 3020
447 McKeown Ave.
North Bay P1B 8K7
705-474-7210

Eastern Ontario Region
1580 Merivale Rd.
Ottawa K2G 4B5
613-225-9210

Midnorthern Ontario Region
199 Larch St.
Sudbury P3E 5P9
705-675-4401

Northwestern Ontario Region
Box 5000
Thunder Bay P7C 5G6
807-745-1571

Central Ontario Region
Heron's Hill Bldg., Ste. 3201
2025 Sheppard Ave. E.
Toronto M2J 1W4
416-491-0330

CURRICULUM DEVELOPMENT

ELEMENTARY EDUCATION BR — EDUC 17
416-965-5982

Develops school program circulars and supporting documents for the primary and junior divisions (junior kindergarten to grade 6) in English and *French, curriculum* guidelines and supporting documents for the intermediate division (grades 7-10) in English and French, documentary materials for *French* as a Second Language and courses for and about *Native peoples.* Promotes *multiculturalism* and community use of *schools.*

SENIOR AND CONTINUING EDUCATION BR — EDUC 18
416-965-2666

Produces *curriculum* guidelines, resource materials and circulars for use in Ontario schools for grades 11-13 and annotated lists of Canadian materials. The Branch is also responsible for *metric conversion* in primary and secondary *schools* and for guidance *curriculum* from kindergarten to grade 13. The *Student Guidance Information Service* (SGIS), 965-3592, provides computerized *career* and institutional information to schools. The Branch is responsible for continuing education (night school and adult day school) policy as it relates to primary and secondary *schools.*

SPECIAL EDUCATION BR — EDUC 19
416-965-9222

Advises the Minister of Education on program policy regarding the education of exceptional *students* in elementary and secondary schools and *schools* for the trainable *mentally retarded;* provides liaison with professional and parent groups and government agencies on programs for exceptional *students.* Provides counselling, resources and guidelines to school boards for *special education* programs operated by local school systems and to faculties of education which offer courses in *special education.*

SPECIAL PROJECTS BR — EDUC 20
416-965-5620

The Branch encourages educational and *cultural exchanges* of *students* and *teachers* (965-5635) and may provide *grants* for these projects, including; *Educational Exchange*

Programs and *Ontario-Quebec School Twinning* (965-5989); *Ontario Young Travellers* (965-5605); *School Twinning* (e.g., *Project Canada, Project School-to-School* 965-6911) *Teacher Exchange Programs, inter-provincial* (965-9132) and *international* (965-1129); and *Experience Programs* (youth employment) (965-9116). Administers the *Second-Language Monitor Program* in which bilingual university students act as monitors to teachers of *French* or *English as a second language,* 965-5996. Operates the *Ontario Student Leadership Centre* (965-6410). For information on *Circular 14* (list of approved *textbooks)* and the *Book Purchase Plan* call 965-9117; call 965-9178 for the *Learning Materials Development Plan;* 965-9167 for *French* learning materials. Administers the *French Language Professional Development Fund* for *teachers* (965-9170).

SPECIAL PROJECTS BR VENTURE CAPITAL PROGRAM — EDUC 21
416-965-6911

The Venture Capital Program, part of the *Experience Program,* promotes *youth employment* by providing *loans* to full-time senior secondary school, college or university *students* over the age of 18 to operate a *business* during the summer months. Applications are received by local Chambers of Commerce in cooperation with the Ministry.

MINISTERIAL AGENCIES

EDUCATION RELATIONS COMMISSION — EDUC 22
111 Avenue Rd.
Toronto M5R 3J8
416-922-7679

Education Relations Commission (ERC) was established in 1975 to administer the *collective bargaining* process between *teachers* and *school boards* and to further harmonious relations between the parties. Monitors and assists in negotiations, supervises teachers' votes and advises the Lieutenant Governor in Council when a strike or a lockout is jeopardizing the students' education.

LANGUAGES OF INSTRUCTION COMMISSION — EDUC 23
25 Grosvenor St.
Toronto M4Y 1A9
416-965-3155

The *Languages of Instruction Commission* of Ontario was established to help resolve disputes between *school boards* and parents over the provision of *education* programs in the *language* of a minority group, *French* or English as the case may be.

TEACHERS SUPERANNUATION COMMISSION — EDUC 24
190 Finch Ave. W.
Willowdale M2R 1M4
416-226-2700

Provides *pensions* under the *Teachers' Superannuation Act* for *teachers* in elementary and secondary fields, who hold a valid Ontario Teaching Certificate. These pensions are provided upon retirement or early retirement because of physical or mental disability. The Commission is composed of six people appointed by the Ministry and one member elected from each of the following: Ontario Public School Men Teachers' Federation, Ontario English Catholic Teachers' Association, Association des Enseignants Franco-On-

tarien, Ontario Secondary School Teachers' Federation, Federation of Women Teachers' Association of Ontario.

MINISTRY OF ENERGY

56 Wellesley St. W.
Toronto M7A 2B7
(Location Exceptions Noted)

The Ministry of Energy develops and implements a provincial energy policy to ensure an adequate energy supply at a reasonable price and with acceptable impact on the environment. The Ministry works closely with Ontario Hydro, the Ontario Energy Board and Ontario Energy Corporation.

MINISTRY OF ENERGY ENERGY 1
In Toronto, Call 416-965-2459
Elsewhere in Ontario, call Zenith 80420

The Ministry of Energy ensures that Ontario receives an adequate and secure supply of *energy* at reasonable prices with an acceptable environmental impact. To fulfill this responsibility the Ministry works with other ministries and agencies of the government and with the energy sector more as a catalyst than as an operating agency. Functions include reviewing and advising on energy matters and policy; maintaining liaison between the government and *Ontario Hydro Corporation;* applying policy by coordinating the government's energy-related activities and by interventions before provincial and federal tribunals. Reports to the Legislature for Ontario Hydro and the *Ontario Energy Board,* both of which function independently of the Ministry. The Ministry operates a *library* (965-9174), which in turn operates the Ministry *reading room,* providing public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry. For general information on this Ministry, call the numbers listed above. The Ministry's programs and agencies are described in the entries that follow.

DEPUTY MINISTER'S OFFICE

AFFIRMATIVE ACTION PROGRAM ENERGY 2
416-965-5237

The Ministry's Affirmative Action Program Manager plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

COMMUNICATIONS SERVICES GROUP ENERGY 3
In Toronto, call 416-965-2459/416-965-3246
Elsewhere in Ontario, call Zenith 80420

The Communications Services Group provides information on *energy.* General inquiries can be made at 965-2459. Specific inquiries on energy conservation and renewable energy, including *home insulation,* solar energy, and energy from waste, should be directed to 965-3246.

CONSERVATION & RENEWABLE ENERGY PROGRAM ENERGY 4

The Energy Conservation Section (965-3051) is responsible for the development of policies and coordination of government-wide programs for the conservation of *energy* including measures designed for consumers and homeowners, innovations in *transportation* and urban development, improvements in energy use in public *buildings* and selected

commercial enterprises, and public awareness. The Ministry also helps educators in the Ontario public *educational* system to deal knowledgeably and adequately with a changing energy situation through curriculum and professional development and selecting as well as providing teaching aids. The Ministry is jointly sponsoring, with the *Municipal Liaison Committee,* the *Municipal Energy Conservation Program* which assists *municipalities* throughout Ontario to establish voluntary energy conservation programs.

Renewable Energy Section (965-4365) develops policies and programs for alternate sources of *energy* such as solar heating, wind, wood, *municipal, agricultural* and *forest waste,* synthetic liquid *fuels* (e.g. alcohol, methanol) and the indigenous biomass resources of Ontario. The Section currently operates two major programs - the provincial *Energy from Waste Program* designed to assist municipalities and industry to generate useful energy from municipal *waste* and/or wood waste and the *Ontario Solar Energy Development Program,* a $50 million, 5 year program of development and demonstration of solar energy in a wide variety of passive and active solar applications. The Section is also heavily involved in the policy and program coordination of the Ministry's $75 million, 5 year alternative transportation *fuels* program and is also developing alternative *electrical* power systems for remote areas.

CONVENTIONAL ENERGY PROGRAM ENERGY 5
416-965-7021

The Conventional Energy Program consists of the development of policy related to crude *oil, petroleum* products and *petrochemicals, natural gas, coal,* and *uranium.* It also consists of policy development related to *electrical* energy including *nuclear* and hydraulic generation.

LEGAL SERVICES ENERGY 6
416-965-6251

Legal Services counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing contracts, representing the Ministry before tribunals, etc. The Legal Branch is responsible to the Attorney General's Office.

STRATEGIC PLANNING & ANALYSIS GROUP ENERGY 7
416-965-0530

This Group gives quantitative analytical support to Ministry staff, maintains statistical *energy* and economic information, prepares energy supply-demand forecasts, and liaises with other government bodies. This Group provides strategic advice to the Ministry and government through the recommendation of energy goals and objectives and the development of programs and resource allocation plans and priorities.

AGENCIES

ONTARIO ENERGY BOARD ENERGY 8
14 Carlton St.
Toronto M5B 1J2
416-963-0821

The Ontario Energy Board regulates certain phases of the *natural gas* industry in Ontario

including rates and charges, designation and authorization of storage areas, construction of transmission lines, *expropriation* for pipelines, franchises for natural gas companies to serve designated areas and acquisitions. Acts upon references by the Minister of Energy about wholesale *Ontario Hydro* rates, and by the Lieutenant Governor in Council on any questions about *energy*. The Board answers to the Legislature through the Minister of Energy.

ONTARIO ENERGY CORPORATION ENERGY 9
1200 Bay St., 11th Flr.
Toronto M5R 2A6
416-965-6276

The Ontario Energy Corporation was established in 1975 to invest, or otherwise participate, in *energy* projects which support overall provincial energy policies to increase Ontario's energy self-sufficiency. The Corporation is involved in equity *investment* rather than subsidy or grant. To allow greater investment flexibility and to encourage the development of renewable and recoverable energy, the Corporation was restructured and its mandate broadened in 1979. It is now composed of four wholly owned subsidiaries: *Energy Resources Ltd., Alternate Energy Ltd., PowerShare Ltd.* and *Energy in Transportation Ltd.* Energy Resources is involved in exploring for oil, gas and lignite and assessing peat and oil shale potential in Ontario. Alternate Energy is examining the possibilities for deriving energy as steam and electricity from municipal *waste* as well as studying the commercial potential of ethanol and methanol. PowerShare is assessing the potential of using waste heat from nuclear power stations, wood waste and pipeline compression stations to heat greenhouses, fish-farms and industrial parks. Energy in Transportation is determining the commercial potential of computerized *transit* systems, vanpooling, carpooling and conventional *vehicles* run by alcohol *fuels*.

ONTARIO HYDRO ENERGY 10
700 University Ave.
Toronto M5G 1X6
416-592-5111

Ontario Hydro supplies electrical *energy* to the people of Ontario indirectly through 324 associated municipal utilities, and directly to more than 765,000 rural customers. The *Ontario Hydro Electrical Inspection Program* (592-3721) provides technical guidance to consultants, contractors, architects, manufacturers and customers on problems concerning installation of electrical equipment and adherence to the Electrical Safety Code Book. Its *Rural Electrical Service and Billing Inquiry Program* (592-3731) answers inquiries on service policy and practices from rural clientele. Operates a *Nuclear Communications Centre* in Pickering (839-0465) to provide educational information to the public on *nuclear power*. Ontario Hydro reports to the Legislature through the Minister of Energy. The Ontario Hydro Public Reference Centre has information and documentation on Ontario Hydro and general pamphlet material on *energy* (592-3331). Ontario Hydro regional offices are listed below.

93 Bell Farm Rd.
Barrie L4M 1H1
705-728-5521
(Georgian Bay)

420 Dundas St. E.
Belleville K8N 5C3
613-968-6721
(Eastern Region)

P.O. Box 157
1053 Main St. W.
Hamilton L8N 3B9
416-529-7111
(Niagara)

1075 Wellington Rd. S.
London N6E 1M1
519-681-1390
(Western)

P.O. Box 3060
590 Graham Drive
North Bay P1B 8L4
705-472-8000
(Northeastern)

34 Cumberland St. N., Rm. 304
Thunder Bay P7A 4L5
807-344-2411
(Northwestern)

5760 Yonge St.
Willowdale (Metro Toronto) M2M 3T7
416-222-2571
(Central)

MINISTRY OF THE ENVIRONMENT

135 St. Clair Ave. W.
Toronto M4V 1P5
(Location Exceptions Noted)

The Ministry of the Environment is responsible for services designed to achieve four major objectives; development and maintenance of measures intended to restore and enhance Ontario's natural environment, establishment of environmental safeguards, control of contaminant emissions, and management of water and waste.

DEPUTY MINISTER'S OFFICE

LEGAL SERVICES BR MOE 1
416-965-2684

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

PROGRAM PLANNING AND EVALUATION BR MOE 2
416-965-7984

Program Planning and Evaluation Br is a clearing house for policy development, and is responsible for the coordination of policy, policy analysis and program development within the Ministry. Coordinates the Ministry's management by results program. Directs multi-year planning and related submissions. Coordinates liaison activities with Cabinet Committee on Resources Development, Management Board and ministries within the Ontario government.

FINANCE AND ADMINISTRATION DIVISION

FINANCIAL AND ADMINISTRATIVE SERVICES BR MOE 3
416-965-6981

Financial & Administrative Services provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Financial and Administrative Services Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Branch is responsible for office safety supervision. In addition, the Branch is also responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

FRENCH LANGUAGE SERVICES MOE 4
416-965-5779

The French Language Services Coordinator implements within this Ministry, the govern-

ment's policy on French language services (the provision of such services to the Franco-Ontarian public). The Coordinator also assists the Information Services Branch in providing liaison with the French language media.

INFORMATION SERVICES BR MOE 5
416-965-7117

Information Services Br informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

The Technical *library* at 135 St. Clair Ave. W. (965-7978) operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry. This library and another at Resources Rd. (248-3408) provide technical information on environment related matters to the staff of the Ministry and to members of the public.

INTERNAL AUDIT BR MOE 6
416-965-3573

Internal Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

PERSONNEL BR MOE 7
416-965-3267

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Branch coordinates the Ministry's *youth employment* program and maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The Branch also plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

The Branch is also responsible for the development of the Ministry's *safety* policy and safety training programs and the technical training of staff involved with *pollution control.* The Training & Certification Section (965-1027) promotes increased effectiveness and efficiency of the staffs of *industries, municipalities* and government agencies in activities designed to control pollution and to protect and *conserve* the natural *environment.* Promotes and administers certification programs including those for provincial environmental officers and municipal *noise* control offices. Conducts liaison with provincial, federal and international agencies on training and certification matters.

ENVIRONMENTAL ASSESSMENT AND PLANNING DIVISION

ENVIRONMENTAL AND TECHNICAL ADVISOR MOE 8
416-965-5115

The Environmental & Technical Advisor under the Environmental Assessment & Planning Division coordinates and assists in the development of Ministry of Environment policy and planning in *environmental* undertakings and officially represents the Ministry on international, intergovernmental and interministry bodies and special purpose organizations concerned with environmental problems of interest to the province. Examples include international problems of air and water pollution.

ENVIRONMENTAL APPROVALS BR MOE 9
ENVIRONMENTAL ASSESSMENT
416-965-3980

The Branch provides a project approval function for companies, individual and government agencies under The *Environmental Assessment Act,* The *Environmental Protection Act* and sections of The *Ontario Water Resources Act.* This Section manages the implementation of The Environmental Assessment Act which requires proponents of major projects to submit an *environmental assessment* showing how and why the project is needed and how detrimental environmental effects can be lessened or eliminated. It coordinates review of these environmental assessments and makes recommendations to the Minister of the Environment. It maintains a public record of environmental assessments and reviews and makes available to the public general guidelines for the preparation of environmental assessments. Contact this Branch for procedure under this Act.

ENVIRONMENTAL APPROVALS BR INDUSTRIAL MOE 10
APPROVALS
416-965-6975

The Branch provides a project approval function for companies, individuals and government agencies under The *Environmental Assessment Act* (EAA), The *Environmental Protection Act* (EPA) and sections of The *Ontario Water Resources Act* (OWRA). This Section provides technical expertise in the field of industrial *pollution control,* including *air* emissions and processes for approval applications submitted by *industry* such as *waste* disposal sites, *sewage,* (industrial waste *water)* and waste water control applications under EPA and OWRA. To apply for *permits,* contact district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

ENVIRONMENTAL APPROVALS BR LAND USE MOE 11
COORDINATION
416-965-6963

The Section advises other government agencies at all levels and the private sector on *environmental* matters related to *land use planning* and environmental planning. Coordinates Ministry's responses to regional development strategies, regional *municipality official plans* and other proposed land uses. Carries out *research* on environmental matters affecting land use and on economic matters related to *pollution control.*

ENVIRONMENTAL APPROVALS BR MUNICIPAL PRIVATE APPROVALS MOE 12
416-965-6421

The Branch provides a project approval function for companies, individuals and government agencies under The *Environmental Assessment Act,* The *Environmental Protection Act* and sections of The *Ontario Water Resources Act* (OWRA). This section administers sections of The Environmental Protection Act and the OWRA, processes for approval applications from *municipalities* and individuals concerning *water* treatment, supply and distributions systems, *sewage (waste* water) collection and treatment facilities, waste disposal sites and waste management systems, including both solid and hazardous wastes. It issues *licences* to installers of *septic tanks* and haulers of waste. Contact district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

POLLUTION CONTROL BR MOE 13
40 St. Clair Ave. W.
Toronto M4V 1P5
416-965-6971

Pollution Control Br as a whole plans and develops policies, programs, standards, guidelines and legislation to control *pollution;* coordinates and conducts applied *research* in the areas of *water* supply and *sewage* and *wastewater* treatment, and provides technical support in these areas. The Pollution Control Branch has several sections which are described individually. For specific questions contact regional or district offices listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

POLLUTION CONTROL BR CONTINGENCY PLANNING MOE 14
40 St. Clair Ave. W.
Toronto M4V 1P5
416-965-3237

The Contingency Planning Section promotes organization and planning by *industries,* the *municipalities* and federal and provincial agencies to control and cope with *pollution* caused by emergency spills of contaminants. Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

POLLUTION CONTROL BR DEVELOPMENT AND RESEARCH MOE 15
40 St. Clair Ave. W.
Toronto M4V 1P5
416-248-3739

The Development & Research Group includes: a Wastewater Treatment Section (248-3041) an Applied Sciences Section (248-3044), and a Water Technology Section (248-3935). The group provides: liaison with academic and research groups, dissemination of technical information and findings, technical assistance to the Planning Sections, applied environmental *research* on *pollution, sewage (waste water)* treatment and drinking *water* quality. Also provides technical support regarding the application of new technology directly to municipalities and industry and to the public through regional and district offices (see Min. of the Environment, Regional Operations and Laboratories Division, MOE 33).

Provides *grants* for *health* related *environmental* research and other projects from *Provincial Lottery* funds; write to Pollution Control Br., Development & Research Group, Min. of the Environment, 135 St. Clair Ave. W., Toronto, M4V 1P5.

POLLUTION CONTROL BR MUNICIPAL AND PRIVATE MOE 16
40 St. Clair Ave. W.
Toronto M4V 1P5
416-965-6967

The Municipal and Private Section deals with municipal and private sewage and municipal water supply. Provides liaison with federal agencies including coordination of federal *grants* to municipalities for *sewage* and *water* works. Deals with regulations and standards for *pollution control* relating to *septic tanks, boating* (pleasure craft), *marinas, ice huts* and municipal *sewage* treatment plants. Specific activities include phosphorus removal at all municipal sewage treatment plants (to safeguard Great Lakes water quality), urban *drainage* management and sewage sludge use on *farm* land. Also is involved with policies dealing with the provision of safe drinking water. Contact regional or district offices listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33. Inspection and approval of septic tanks is done by county or regional health units under agreement with the Crown (except in areas where no agreement is in effect, e.g., Muskoka, Parry Sound, North Bay & Ottawa-Carleton where this service is done by the Ministry's regional or district offices).

POLLUTION CONTROL BR NOISE POLLUTION MOE 17
40 St. Clair Ave. W.
Toronto M4V 1P5
416-965-3054

The Noise Pollution Control Section deals with the control of *noise* emissions and comments on the relationship between new and existing *land use* and noise sources (e.g. industry, highways, railways and aircraft). Develops acoustics criteria and standards (965-1193). Monitors blast concussion and ground vibration levels from operating *pits and quarries* in response to complaints. Promotes the *Model Municipal Noise Control By-Law* for adoption by *municipalities* and assists in training of noise control officers. The publication, 'Model Municipal Noise Control By-Law, Final Report' is available at $3 per copy from the Ontario Government Bookstore, 880 Bay St., Toronto (965-2054). For inquiries on *noise pollution* contact the Ministry's regional and district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33. In Metro Toronto this Section (965-4071) will respond to noise complaints or refer callers to the proper municipal office where there is a municipal noise control by-law.

POLLUTION CONTROL BR PESTICIDES CONTROL MOE 18
40 St. Clair Ave. W.
Toronto M4V 1P5
416-965-2401

The Pesticides Control Section ensures safe and effective use of *pesticides* to control *pollution.* Issues *licences* for use and sale of pesticides (e.g. pest *exterminators).* Has publications on, and answers inquiries about, control of household *pests, insects,* etc. In conjunction with *municipalities,* provides *grants* for *termite* control. Contact regional or dis-

trict offices listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

PROJECT COORDINATION BR MOE 19
40 St. Clair Ave. W.
Toronto M4V 1P5
416-965-7062

Project Coordination Br manages and coordinates the development and construction of Ministry capital projects, e.g., *water* supply, *sewage* systems and water *pollution control* facilities for *municipalities*. This includes design and equipment selection (965-3490). The Branch arranges for design work and financial analysis, including details on *grants* available, calling of *tenders* and award of contracts by the Ministry. Administers grants programs for certain sewage and water works to municipalities qualifying under the Ministry's priority rating system and to small communities for upgrading private sewage or water systems. Administers grants (for sewage and water works) for Ontario under the federal *Community Services Contribution Program.* Contact regional or district offices listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

RESOURCES DIVISION

AIR RESOURCES BR AIR QUALITY & METEOROLOGY MOE 20
880 Bay St.
Toronto M5S 1Z8
416-965-5086

The Air Quality & Meteorology Section sets *air* quality objectives and emission standards. Compiles air quality *statistics* from the monitoring instruments across Ontario and prepares air quality reports for the guidance of the regional offices in controlling emissions. Produces the *Air Pollution Index* (965-9150) which informs the public of air quality in Ontario cities. Conducts special air quality *research* to produce information needed to abate special air pollution problems and unusual phenomena such as *acid rain.* Regional offices are listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

AIR RESOURCES BR CRITERIA DEVELOPMENT MOE 21
880 Bay St.
Toronto M5S 1Z8
416-965-5776

The Criteria Development & Program Planning Section establishes and updates *air* quality criteria, standards and regulations for the Ministry. Represents Ministry interests in the determination of federal air emissions regulations and guidelines. Comments on air quality aspects of *environmental assessments* and *land use planning.* Provides socio-economic background for air quality matters. Regional offices are listed under the Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

AIR RESOURCES BR PHYTOTOXICOLOGY SECTION MOE 22
880 Bay St.
Toronto M5S 1Z8
416-965-4516

The Phytotoxicology Section investigates complaints and conducts *research* surveys in the vicinity of *industries* for information on the effects of *air pollution* on *soils* and vegetation of all types *(forests, agricultural crops,* ornamentals) throughout Ontario for environmental management purposes. Provides technical reports to complainants about alleged sources of pollution, for use in negotiating vegetation damage claims. Regional offices are listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

AIR RESOURCES BR TECHNOLOGY DEVELOPMENT MOE 23
880 Bay St.
Toronto M5S 1Z8
416-965-4081

The Technology Development & Appraisal Section conducts *research* studies into technological developments, industrial trends and *air pollution* problems, including hazardous agents and other emissions. Administers *environmental research grants.* Regional offices are listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

AIR RESOURCES BR VEHICLE EMISSIONS MOE 24
880 Bay St.
Toronto M5S 1Z8
416-965-4493

The Vehicle Emissions Section assesses *air pollution* in Ontario as it relates to automotive-derived pollutants and plans and controls Ministry strategy in dealing with these pollutants. Performs on-road spot checks of *vehicles* and used car lot inspections to ensure compliance with auto emission control standards in The *Environmental Protection Act.* Regional offices are listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

WASTE MANAGEMENT BR WASTE SYSTEMS PLANNING MOE 25
416-965-3284

The Waste Management Branch coordinates programs concerned with the disposal of *waste* on land. Waste Systems Planning Section deals with *pollution* by *industry* (such as mining, metals, food, petroleum) and municipal and private solid wastes. These include hazardous industrial waste, industrial sludges and pretreatment residues, municipal sewage sludge, derelict motor vehicles, soft drink or beverage containers, and their disposition at waste disposal sites. Coordinates related federal-provincial activities; provides technical support regarding industrial waste treatment and control with respect to water, air and solids. Coordinates project to take inventory and recommend rehabilitiation of derelict *mining land* throughout Ontario. Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33 for complaints on related pollution.

WASTE MANAGEMENT BR WASTE UTILIZATION MOE 26
416-636-8015

The Waste Management Br coordinates programs concerned with the disposal of waste on land. Waste Utilization Section develops and implements a comprehensive *waste* management program including new procedures for resource recovery and recycling, especially for *energy* conservation. Operates full scale experimental plant for technology *research* and market development. Provides *grants* for selected technology demonstration projects. Promotes source separation projects (recovery of waste newspaper, glass and cans from residential garbage) in selected municipalities.

WATER RESOURCES BR CARTOGRAPHY & DRAFTING MOE 27
4375 Chesswood Dr.
Downsview M3J 2C2
416-636-8015

The Cartography & Drafting Section provides cartographic, drafting, graphic artwork and reproduction services for the Ministry. Its *maps* file is available for reference purposes to ministries and agencies of the Ontario Government.

WATER RESOURCES BR DATA SYSTEMS MOE 28
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-6141

The Data Systems and Administration Section designs, develops and implements *systems* that store, retrieve and process data related to the programs of the Water Resources Branch.

WATER RESOURCES BR HYDROLOGY & MONITORING MOE 29
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-2105

The Hydrology & Monitoring Section coordinates *water* quality and quantity programs related to *lakes* and other inland waters. Provides geotechnical support for Ministry hydrogeological and ground water development and protection programs. Issues *licences* to contractors of water *wells* and participates in policy making and application of the water taking *permit* program. Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

WATER RESOURCES BR LIMNOLOGY & TOXICITY MOE 30
Resources Rd.
Rexdale M9W 5L1
416-248-3058

The Limnology and Toxicity Section does *research* on relationships between aquatic organisms and the *water* environment (e.g. problem *weed* species, aquatic weed harvesting). Limnology Unit monitors water quality in recreational *lakes* and assesses and develops lake restoration methods. The Toxicity Section provides data on lethal effects of

waste from *industry, pesticides* and other contaminants or hazardous agents on *fish* and other aquatic organisms (e.g. mercury levels). Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

WATER RESOURCES BR PLANNING & COORDINATION — MOE 31
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-6954

The Planning & Coordination Section coordinates and maintains *water* resources policy and guidelines. Plans and coordinates water resources survey *research* and river basins water management studies. To achieve desirable water quality in the Great *Lakes,* coordinates Great Lakes survey programs so that *pollution* abatement and remedial measures are determined. Also answers inquiries on mercury levels in *fish.* Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

WATER RESOURCES BR WATER MODELLING — MOE 32
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-4590

The Water Modelling Section develops, adapts and applies mathematical models and analytical methods to represent and predict the response of *lakes,* streams, and ground *water* to *waste* inputs, withdrawals, *land-use* practices, *pollution control* measures, and climatic conditions in order to aid development of water management policy and assess effects on *environment.* Conducts *research* studies in representative areas to develop and test models. Contact regional or district offices listed under Min. of the Environment, Regional Operations and Laboratories Division, MOE 33.

REGIONAL OPERATIONS AND LABORATORIES DIVISION

REGIONAL OPERATIONS AND LABORATORIES DIVISION — MOE 33
416-965-5115

Delivers all Ministry services to municipalities, individuals and corporations through a network of regional, district and sub-offices throughout Ontario. See other entries under this Ministry for individual descriptions of its programs. Additionally, all offices carry out complaints investigations and investigate and comment on the feasibility of project proposals. The Division is organized functionally into four sections; Industrial Abatement (the amount of *pollutants* emitted by *industries* is regulated and controlled); Municipal and Private Abatement (to *control pollution* by *municipalities* and individuals, inspects commercial *water* and *sewage,* treatment facilities and *waste* disposal sites; conducts special environmental research surveys and studies, e.g., lakes and cottages; administers funds from the *Waste Management Improvement Fund* to upgrade municipal waste disposal sites; issues *licences* under the *pesticides* control program); Utility Operations (assistance to municipalities regarding provincially-funded water and waste water treatment plants); and Technical Support (monitoring, study and analysis of specific projects and ambient *air, land* and water conditions).

There is a regional manager in each regional office in charge of one of the above functions. In most district offices there are two district officers, one in charge of Industrial Abatement and one in charge of Municipal and Private Abatement. In some district offices there is only one district officer depending on the level of activity in the particular area. The Ministry offices are listed below.

CENTRAL REGION

Regional Office
1150 Ferrand Dr., Ste. 700
Don Mills M3C 3C3
416-424-3000

Barrie District Office
12 Fairview Rd.
Barrie L4N 4P3
705-726-1730

Muskoka-Haliburton District Office
Gravenhurst P0C 1G0
705-687-3408

Sub-office
100 Main St. E.
Huntsville P0A 1K0
705-789-2386

South Peel Area System
920 East St.
Mississauga L5E 1W6
416-274-67101

Halton-Peel District Office
1226 White Oaks Blvd.
Oakville L6H 2B9
416-844-5747

District Office
139 George St. N.
Peterborough K9J 3G6
705-743-2972

District Office
150 Ferrand Dr., Ste. 700
Toronto (Don Mills) M3C 3C3
416-424-3000

NORTHEASTERN REGION

Regional & District Offices
199 Larch St.
Sudbury P3E 5P9
705-522-8282

District Office
1500 Fisher St.
Northgate Plaza
North Bay P1B 2H3
705-476-1001

District Office
74 Church St.
Parry Sound P2A 1Z1
705-746-2139

District Office
445 Albert St. E.
Sault Ste. Marie P6A 2J9
705-949-4640

District Office
83 Algonquin Blvd. W.
Timmins P4N 2R4
705-264-9474

NORTHWESTERN REGION

Regional & District Office
P.O. Box 5000
435 James St. S.
Thunder Bay P7C 5G6
Regional Office: 807-475-1205
District Office: 807-475-1315

District Office
P.O. Box 5750
808 Robertson St.
Kenora P9N 1X9
807-468-5578

SOUTHEASTERN REGION

Regional Office
133 Dalton St.
P.O. Box 820
Kingston K7L 4X6
613-549-4000

District Office
15 Victoria Ave.
Belleville K8N 1Z5
613-962-9208

District Office
4 Montreal Rd., 2nd Flr.
Cornwall K6H 1B1
613-933-7402

District Office
2378 Holly Lane
Ottawa K1V 7P1
613-521-3450

Sub-Office
1000 MacKay St.
Pembroke K8A 6X1
613-732-3643

SOUTHWESTERN REGION

London Regional Office
985 Adelaide St. S.
London N6E 1V3
519-681-3600

Sub-District Office
435 Grand Ave. W.
Chatham N7L 3Z4
519-352-5107

c/o Ministry of Agriculture & Food
P.O. Box 688
Clinton N0M 1L0
519-482-3428

District Office
220-11th St. E., Ste. 108
Owen Sound N4K 1T9
519-371-2901

District Office
242A Indian Rd. S., Ste. 209
Sarnia N7T 3W4
519-336-4030

District Office
250 Windsor Ave., 6th Flr.
Windsor N9A 6V9
519-254-5129

WEST-CENTRAL REGION

Hamilton Regional Office
140 Centennial Pkwy. N.
Stoney Creek L8E 3H2
416-561-7410

District Office
400 Clyde Rd.
P.O. Box 219
Cambridge N1R 5W6
519-623-2080

Sub-Office
645 Norfolk St. N.
Simcoe N3Y 3R2
519-426-1940

District Office
637-641 Niagara St. N.
Welland L3C 1L9
416-735-0431

LABORATORY SERVICES BR MOE 34
Resources Rd., Box 213
Rexdale M9W 5L1
416-248-3015

Laboratory Services Br provides Ministry branches with analytical support for their *environmental assessments* and *pollution control* programs. Participates in planning programs requiring analytical expertise and assists in analytical data interpretation. Updates

analytical methods and develops procedures for measuring new environmental pollutants. Participates in *environmental research* projects aimed at clarifying the interaction of atmospheric and aquatic pollutants with the environment and their effect on human *health* including occupational health. The Central *Laboratory* in Toronto advises the regional laboratories in Thunder Bay, London and Kingston (addresses listed below).

Southeastern Regional Laboratory
c/o Kingston Regional Office
133 Dalton St., P.O. Box 820
Kingston K7L 4X6
613-549-4000

Northwestern Regional Laboratory
421 James St. S.
Thunder Bay P7E 2V6
807-475-1275

Southwestern Regional Laboratory
c/o London Regional Office
985 Adelaide St. S.
London N6E 1V6
519-681-3600

AGENCIES

ENVIRONMENTAL APPEAL BOARD MOE 35
1 St. Clair Ave. W.
Toronto M4V 1K7
416-965-2531

Environmental Appeal Board hears *appeals* of persons affected by certain decisions or orders of local *health* authorities or the Ministry of the Environment in the area of private *sewage* disposal, and of the Ministry of the Environment in the areas of *water* and *sewage, waste* disposal, *air* and *noise pollution,* in accordance with The *Ontario Water Resources Act,* 1970 and The *Environmental Protection Act,* 1971.

ENVIRONMENTAL ASSESSMENT BOARD EAA MOE 36
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-2531

The Environmental Assessment Board holds public hearings on the impact of major development proposals under The *Environmental Assessment Act,* 1975 (EAA). Under this Act, after the *environmental assessment* and the government's review thereof have been made public, any person (including the Minister of the Environment) can require a hearing by the Board by written notice. After such hearings the Board renders a decision which can only be varied or rescinded by the Minister with the approval of the Lieutenant Governor in Council. The Board also holds hearings under two other statutes; for information see the other listings under the Min. of the Environment, Environmental Assessment Board.

ENVIRONMENTAL ASSESSMENT BOARD EPA MOE 37
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-2531

The Environmental Assessment Board holds public hearings on the impact of major de-

velopment proposals under The *Environmental Protection Act,* 1971 (EPA). Hearings are either mandatory or discretionary; mandatory; where an application is made for approval to establish or extend a *waste* disposal site for the disposal of hauled liquid industrial waste or hazardous waste; discretionary, where an application is made for approval to establish or extend a waste management system or waste disposal site other than referred to above. Following such hearings, the Board submits its recommendations on the proposal to the Ministry of the Environment. The Board also holds hearings under two other statutes; for information see the other listings under Min. of the Environment, Environmental Assessment Board.

ENVIRONMENTAL ASSESSMENT BOARD OWRA MOE 38
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-2531

The Environmental Assessment Board holds public hearings on the environmental impact of major development proposals under The *Ontario Water Resources Act,* 1970. Hearings are mandatory or discretionary; mandatory, where a *municipality* contemplates establishing or extending its *sewage* works in or into another municipality or territory; discretionary, where a municipality or person intends to establish or extend a sewage treatment works within the municipality. Following such a hearing, the Board submits its recommendations on the proposal to the Ministry of the Environment. The Board also holds hearings under two other statutes; for information see the other listings under Min of the Environment Assessment Board.

FARM POLLUTION ADVISORY COMMITTEE MOE 39
R.R. #4
Hagersville N0A 1H0
416-768-5614

The Farm Pollution Advisory Committee is composed of four practising farmers who act in an advisory capacity to the Ministry of the Environment on *farm pollution.* Where complaints of *livestock* odors and effluent runoff have not been resolved by Ministry inspectors, the committee is called in to investigate complaints and recommend corrective action.

PESTICIDES ADVISORY COMMITTEE MOE 40
Queen's Park
Toronto M7A 1A2
416-965-7048

The Pesticides Advisory Committee annually reviews the *Pesticides Act,* its regulations and government publications on *pests* and *pesticides.* The Ontario Government Bookstore (965-2054) has all government publications on pesticides. The Committee inquires into matters concerning pesticides and the control of pests. Classifies all pesticides previous to their marketing in Ontario. Maintains a *library* of pesticide containers. For pesticide vendors' and pest exterminators' licences contact Pollution Control Br Pesticides Control Section (965-2401). Advises the Ministry on environmental *research grants* relative to pecticides and evaluates their results.

WASTE MANAGEMENT ADVISORY BOARD MOE 41
1 St. Clair Ave. W.
Toronto M4V 1K6
416-965-3007

The Waste Management Advisory Board advises the Minister of the Environment on matters related to *waste* management in Ontario including means of reducing the quantity produced, of assisting in the development of resource recovery from the waste stream, and of improving the aesthetic quality of the physical environment.

MINISTRY OF GOVERNMENT SERVICES

77 Wellesley St., Ferguson Block
Queen's Park, Toronto M7A 1N3
(Location Exceptions Noted)

The Ministry of Government Services is responsible for providing accommodation facilities and a wide range of goods and services in support of Ontario government ministries and agencies. The Ministry is organized into three programs: Accommodation, Supply and Services, and Communication and Computer Services.

DEPUTY MINISTER'S OFFICE

MANAGEMENT PLANNING BR MGS 1
416-965-6683

Develops and supports the Ministry's corporate planning and control systems, and provides executive assistance to the Deputy Minister. Major functions include long-term planning and policy development, liaison with Management Board Secretariat on program and policy matters, and the analysis and preparation of management submissions to Management Board. Provides for the continuing analysis and evaluation of Ministry programs, and coordinates the policies and standards for Ministry *systems development,* implementation and control. Also coordinates development, publication and distribution of Ministry policies and procedures, and provides public relations and information services in support of Ministry programs. The Branch operates the Ministry *reading room* to provide public access to all Ministry publications, statutes, regulations and most manuals and internal procedures used by the Ministry.

ADMINISTRATION DIVISION

ADMINISTRATIVE SERVICES BR MGS 2
416-965-9215

Administrative Services Branch provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration).

ADMINISTRATIVE SERVICES BR OFFICIAL DOCUMENTS MGS 3
Hearst Block, 900 Bay St.
Toronto M7A 1N3
416-965-5741

The Official Documents Section prepares, records, searches, *microfilms* and makes copies of Ontario official *documents,* e.g., *land* patents. For details about land patents such as name of original patentee, date and description of property, contact the Ministry of Natural Resources Land Management Br Titles Section (965-1319). *Certifies* notarized documents and *affidavits* that are sent abroad by the public for various purposes. *Scrolls Office* (965-5733) prepares congratulatory *scrolls* for Ontario citizens on the request of their Member of Provincial Parliament, to acknowledge 90th and succeeding birthdays, 50th and succeeding wedding anniversaries, or other significant accomplishments of individuals, municipalities and other organizations.

ADMINISTRATION SYSTEMS GROUP MGS 4
1200 Bay St.
Toronto M7A 1N3
416-965-9231

The Administration Systems Group is responsible for the development and implementation of computerized or manual information systems in support of Ministry programs. For government systems development policy and supplier's list, see Management Board of Cabinet Secretariat, Management Technology Branch, MB 6.

AUDIT BR MGS 5
416-965-4805

Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial and operational controls.

FINANCE BR MGS 6
Ferguson Block, 77 Wellesley St.
Toronto M7A 1P8
416-965-2153

The Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

LEGAL BR MGS 7
416-965-1141

Provides legal services for the Ministry in the areas of conveyancing and contracts, e.g. the acquisition (including *expropriation),* sale and lease of *land, buildings* negotiation and formulation of building contracts, *computer* contracts and contracts for other types of services. Provides legal opinions relating to *Ontario Public Service employees pension* benefits. Also provides litigation relating to the collection of outstanding accounts.

PERSONNEL BR MGS 8
416-965-7011

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Branch is responsible for the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch maintains the Ministry's personnel and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

The *Affirmative Action Program* Manager (965-1146) plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

ACCOMMODATION

DESIGN SERVICES BR MGS 9
Ferguson Block, 77 Wellesley St.
Toronto M7A 2G3
416-965-2108

Provides construction and design services for Ontario government capital, lease purchase and *accommodation* alteration projects. Also includes preparation of documents and inspection of work performed. Part of the interior design consulting function (965-6723) is cataloguing of original paintings and sculptures owned by the Government, commissioning works of *art* in government buildings and restoration of these works of art where necessary. Provides technical assistance to other ministries in problems pertaining to construction, maintenance and operation of *buildings* and institutions. Responsible for space management of general purpose accommodation for all Ontario government ministries and most government special purpose bodies.

PROGRAM MANAGEMENT BR MGS 10
416-965-2172

The Branch is responsible for the management of all *accommodation* projects of the Ontario government. Ensures that all projects are completed on schedule, within budget, and to the satisfaction of client ministries. Coordinates accommodation projects related to capital accommodation, *land* acquisition for capital projects, leasing, lease-purchase and accommodation alterations. Provides liaison for the Ministry of Government Services with all ministries and government agencies for all accommodation needs. Also responsible for planning activities relating to the provision and management of accommodation and for the *Accommodation Management Information System.*

PROPERTY MANAGEMENT BR MGS 11
416-965-2051

Property Management Branch represents the Ministry throughout the Province through twelve regional offices and four field area offices in providing operational maintenance and repair services to Ontario government-owned *buildings.* Field area offices are subdivisions of the regional offices.

Regional and field office staff guide and counsel other Ministries, service suppliers, and contractors, developing a closer communications link between them and the program specialists in Queen's Park.

The regional staff are responsible for the servicing and repair of building structures, heating, ventilating, air-conditioning and electrical systems; the provision of cleaning, *security,* grounds maintenance *(horticultural* service) and parking; and common administrative services in consolidated government office buildings within their geographic area. In addition, the Branch is responsible for the *tendering* and construction of minor capital projects, as well as alterations and improvements for both leased and government-owned buildings. The regional staff are involved in the preparation of contract documents and drawings for contracted work for government *accommodation.*

Other services include the administration of the Ministry's *safety* program to ensure safe conditions in government buildings and on building construction sites; coordination of displays of various ministries at the London, Ottawa and Thunder Bay *exhibitions;* and the *tendering* and administration of *catering* contracts for cafeterias and vending machine

operations in provincial court houses and office buildings occupied by government ministries. Regional staffs respond to *emergency* situations requiring the protection of Ministry staffs, the public and government-owned buildings.

The Branch continues actively in a program of *energy conservation* within Ontario government buildings. It is also responsible for the reservation and use of committee rooms in the Macdonald Block at Queen's Park, (965-1109). Below is a list of regional and field offices:

Regional Office
345 Park St. W.
P.O. Box 100
Dundas L9H 5E7
416-627-3515

Regional Office
400 Elizabeth St.
Guelph N1H 2Y1
519-822-1150

Regional Office
Ontario Government Bldg.
P.O. Box 2008
Kemptville K0G 1J0
613-269-4764

Regional Office
1055 Princess St.
Box 8000
Kingston K7L 1H3
613-544-8955

Regional Office
322 Kent St. W.
Box 7000
Lindsay K9V 4S9
705-324-9188

Regional Office
900 Highbury Ave.
Box 5452
London N6A 4L6
519-453-3550

Regional Office
24 James St. E.
Orillia L3V 6K7
705-325-7403

Regional Office
Highway 69 South, McFarlane Lake
P.O. Box 2520, Postal Station 'A'
Sudbury P3A 4S9
705-675-4361

Area Office
1353 Gorman St.
North Bay P1B 2Y3
705-476-2260
(Sudbury Region)

Area Office
445 Albert St. E.
Sault Ste. Marie P6A 2J9
705-949-4515
(Sudbury Region)

Area Office
Hollinger Lane
P.O. Box 520
Schumacher P0N 1G0
705-264-2234
(Sudbury Region)

Regional Office
20 Albany St., P.O. Box 3020
Thunder Bay P7B 5G5
705-475-1285

Area Office
720 Robertson St., Box 516
Kenora P9N 3X5
807-478-7002
(Thunder Bay Region)

West Central Regional Office
171 Judson St.
Toronto M8Z 1A4
416-252-5058

Queen's Park Regional Office
16 Grosvenor St.
Toronto M7A 1N7
416-965-6811

East Central Regional Office
178 Queen's Quay E.
Toronto M5A 1B4
416-965-6034

REALTY SERVICES BR ADMINISTRATION SECTION MGS 12
416-965-9220

The Administration Section provides general administrative services to the Branch and administers a system for the automatic payment of *rents* on leased *accommodation (real estate)*. The Section serves most agencies and ministries of the Ontario government.

REALTY SERVICES BR ESCALATION SECTION MGS 13
416-965-4777

The Escalation Section reviews, audits and arranges for the payment of claims (tax and operating) submitted for *accommodation (real estate)* leased from the private sector. The Section serves most agencies and ministries of the Ontario government.

REALTY SERVICES BR LAND TRANSFER MGS 14
416-965-7952

This section handles appraisal (965-9217), negotiation (965-4770), *expropriation* (965-2070) and *surveys* (965-6748), as required, for the acquisition and sale of interests in *real estate,* including leased *accommodation.* The Section serves most agencies and ministries of the Ontario government.

REALTY SERVICES BR LEASING SECTION MGS 15
416-965-4777

The Leasing Section arranges for the appraisal, negotiation and acquisition of leased *real estate accommodation* from the private sector and municipalities. The Section serves most agencies and ministries of the Ontario government.

REALTY SERVICES BR PROPERTY ADMINISTRATION MGS 16
416-965-2040

The Property Administration Section handles interim management of government *accommodation* including the leasing of temporarily vacant *real estate.* It also assists *employees* of the *Ontario Public Service* transferred to other locations in Ontario in selling their homes under the *Home Owner Employee Relocation Plan* (965-3444). The Section serves most agencies and ministries of the Ontario government.

COMMUNICATIONS & COMPUTER SERVICES DIVISION

COMMUNICATIONS & COMPUTER SERVICES DIVISION MGS 17
1200 Bay St.
Toronto M5R 2A5
416-965-4262

The Division provides comprehensive *telecommunications* and *computer services* to the

Ontario government. Computer services include a broad range of computer processing services such as time sharing, batch processing, data base and related support services. The *Computer Support Services Br* (965-5352) is the planning and central technical resource and coordinating arm of the Division. There are three Computing Centres in Metro Toronto: Queen's Park Computing Centre (965-8742), Leaside Data Centre (965-8273) and Downsview Computing Centre (248-3943). Telecommunications services, provided through the *Telecommunication Services Br* (965-0175) include *telephone, radio* (non-broadcast), video, data communications and teleconferencing. The Branch also provides and manages the government's consolidated telephone systems and associated switchboards in Toronto (965-1211), Thunder Bay (807-475-1285) and London (519-679-7000), Ottawa (613-566-2721) and Sudbury (705-675-4574).

MARKETED SERVICES DIVISION

CENTRAL PURCHASING SERVICES BR — MGS 18
1200 Bay St.
Toronto M7A 1N3
416-965-6937

Central Purchasing Services Br combines the functions of the former Supply Administration Br and the Printing Services Br. This Branch provides a government-wide *purchasing* service and consists of five sections described individually.

CENTRAL PURCHASING COLLECTIVE PURCHASING — MGS 19
1200 Bay St.
Toronto M7A 1N3
416-965-4751

Central Purchasing Services Br, Collective Purchasing Section establishes government-wide standing agreements and standing offers for the *purchase* of commonly used commodities by various ministries and agencies.

CENTRAL PURCHASING OFFICE PRODUCTS — MGS 20
1200 Bay St.
Toronto M7A 1N3
416-965-1247

Central Purchasing Services Br, Office Products Section *purchases furniture* and furnishings for the government and all office machines for the Ministry of Government Services. Also manages *Government Stationery Service* (965-7460) which operates a retail outlet supplying common *stationery* and office supplies.

CENTRAL PURCHASING PRINT PROCUREMENT SERVICE — MGS 21
416-965-3004

Central Purchasing Services Br, Print Procurement Service *purchases printing services* from the private sector as required by the ministries and agencies. Handles contracting for all legislative printing including *legislation (bills* and regulations) and the *Ontario Gazette* and provides subscriptions to *Hansard,* bills, *Votes and Proceedings* and *Order Papers* (965-2238); also publishes the *Government of Ontario Telephone Directory.*

CENTRAL PURCHASING PUBLICATIONS SERVICE MGS 22
880 Bay St.
Toronto M7A 1N8
Mail Order: 416-965-6015 or
Toll-free 1-800-268-7540
In Northwestern Ontario, ask
Operator for Zenith 67200

Central Purchasing Services Br, Publications Service is responsible for Ontario government *publications* inventory control and distribution to the public, other ministries and to public libraries through a province-wide library depository system. Publications, including *Hansard, Ontario Gazette,* legislation *(bills* and regulations) can be obtained by personal shopping at the bookstores listed below or by mail order from the Publications Centre, 880 Bay St., 5th Floor, Toronto M7A 1N8. For inquiries regarding personal shopping in Metro Toronto, call the *Ontario Government Bookstore* at 965-2054. For mail order inquiries, call 965-6015; elsewhere in Ontario except Northwestern, call toll-free 1-800-268-7540; in Northwestern Ontario dial 0 and ask for Zenith 67200. Cheques should be made payable to the Treasurer of Ontario.

PERSONAL SHOPPING

Ontario Government Bookstore
880 Bay St.
Toronto M7A 1N8
416-965-2054

Renouf Publishing Company
65 Sparks St.
Ottawa

Windsor Public Library Bookstore
850 Ouellette Ave.
Windsor

CENTRAL PURCHASING SOURCING SERVICES MGS 23
1200 Bay St.
Toronto M7A 1N3
416-965-6937

Central Purchasing Services Br, Sourcing Services Section develops supplier lists, maintains a collection of vendors' catalogues, operates the *Public Tenders Office* (965-1152) to receive *tenders* for government supply contracts, and *purchases* equipment for new Ontario government facilities and for operational requirements of the Ministry of Government Services.

SPECIAL SERVICES BR MGS 24
1200 Bay St.
Toronto M7A 1N3
416-965-1051

Provides Ontario Government ministries with these operational support services: Collection Service for *debts* owing to the government (965-5195); Mail Service, a complete mass mailing service on a charge-back basis, including addressing, labelling, folding and inserting mail (965-6902); a Records Centre in Mississauga providing secure storage for inactive *records* with recall services on request (279-5493); a Vehicle Services and Assets Disposal Section (252-3348) providing, on a charge-back basis, maintenance and repair of government *motor vehicles* (251-2058) in addition to a province-wide *trucking* service

(252-3334); an Assets Disposal Service (259-7809) which receives, warehouses and arranges for re-use or disposal, *surplus furniture,* equipment and materials.

GENERAL SERVICES DIVISION

ACTUARIAL SERVICES BR MGS 25
25 Grosvenor St.
Toronto M7A 1N3
416-965-7877

Provides an advisory service to ministries and agencies of the Ontario government on design and costing of *pension* and *insurance* benefits for *employees* of the *Ontario Public Service.* The Branch provides all actuarial services for the *Public Service Superannuation Fund* (PSSF) and the *Superannuation Adjustment Fund* (SAF) including annual valuation of these funds.

EMPLOYEE ADVISORY SERVICE MGS 26
25 Grosvenor St.
Toronto M7A 1R1
416-965-5161

Provides confidential *counselling* and referral services to *employees* of the *Ontario Public Service* (OPS). Provides training programs and individual consultations to managers and *personnel* administrators in dealing with troubled employees and work performance problems. Provides assistance to OPS employees in making *day care* arrangements for their children (965-9953).

EMPLOYEE BENEFITS BR MGS 27
25 Grosvenor St.
Toronto M7A 1R1
416-965-6861

Administers the following *benefit plans* for *employees* of the *Ontario Public Service* (OPS): *Public Service Superannuation Act, Superannuation Adjustment Benefits Act.* Informs current and retired (965-6861) OPS employees and dependent survivors of the benefits available. The Branch is not concerned with family benefits, Federal or private sector pensions, nor OPS separation beneits.

EMPLOYEE DATA SERVICES BR MGS 28
25 Grosvenor St.
Toronto M7A 1N3
416-965-6541

Operates and maintains the *Integrated Payroll Personnel Employee Benefits* (IPPEB) system and the *Central Attendance Recording System* (CARS) for *employees* of the *Ontario Public Service.* Central agencies and all ministries receive a variety of services from the systems including: *pay* lists, cheques, work history data, ministry organization structures, status changes of employees, *pension* contribution data, life *insurance,* Ontario Health Insurance Plan *(OHIP)* information, T-4 income *tax* forms, salary structures and various *statistical* analyses. Inquiries should be directed to Personnel or Payroll branches of the ministry concerned or to client liaison officers within the Employee Data Services Branch.

EMPLOYEE HEALTH SERVICES BR MGS 29
Rm. M1-73 Macdonald Block
Toronto M7A 2C1
416-965-6751

Provides direct *health* services to *employees* of the *Ontario Public Service* at their places of work in Toronto. Also provides advisory services to management on the health of the work force through various medical examinations.

GENERAL SERVICES SYSTEMS GROUP MGS 30
25 Grosvenor St., 1st Flr.
Toronto M7A 1R1
416-965-9548

Provides *system* feasibility studies, development, implementation and maintenance of systems which are administered through the General Services Division.

GOVERNMENT PAYMENTS BR MGS 31
25 Grosvenor St.
Toronto M7A 1R2
416-965-2905

The Branch is responsible for the production of cheques for the Ontario government from the *Consolidated Revenue Fund* or for most major cheque issuing programs developed by Ontario government ministries. Reconciles the Consolidated Revenue and most major cheque issuing bank accounts. All cheque writing and issuing is done only upon authorized request of each ministry. For specific inquiries, contact ministry concerned.

INSURANCE AND RISK MANAGEMENT MGS 32
25 Grosvenor St.
Toronto M7A 1N3
416-965-6254

Insurance and Risk Management *purchases insurance* for the government and advises all Ontario ministries and special purpose bodies on insurance coverage, excluding employee benefits. For information on Ontario government employee benefits call 965-6861.

LEGISLATIVE SERVICES BR MGS 33
Legislative Bldg.
Toronto M7A 1A2
416-965-6415

Provides housekeeping, maintenance, steward, messenger and support services to the Lieutenant Governor, Office of the Premier, Office of the Speaker and each Member of Provincial Parliament (MPP) in the Legislative Building. The *Media Studio* and its physical facilites (965-1164) are for the use of MPP's.

AGENCIES

PUBLIC SERVICE SUPERANNUATION BOARD MGS 34
416-965-1709

The Public Service Superannuation Board recommends payments of *annuities, pensions*

and *disability* benefits to *employees* of the *Ontario Public Service* and rules on applications in respect of past service credits and pension credit transfers under the *Public Service Superannuation Act.* The Board also hears *appeals* from contributors, pensioners or dependents against administrative decisions made by the *Employee Benefits Br.*

MINISTRY OF HEALTH

Hepburn Block, 80 Grosvenor St.
Queen's Park, Toronto M7A 1R3
(Location Exceptions Noted)

The Ministry is responsible for ensuring the good health of the Ontario public by administering such programs as health insurance, care for the mentally ill, extended health care, home care services, the regulation of hospitals and nursing homes, and drug benefit. The Ministry operates psychiatric hospitals and medical laboratories and coordinates ambulance services.

DEPUTY MINISTER'S OFFICE

AFFIRMATIVE ACTION PROGRAM HEALTH 1
416-965-3015

The Affirmative Action Program Manager plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

FRENCH LANGUAGE HEALTH SERVICES HEALTH 2
416-965-5519

Coordinates the provision of French language services in the Ministry of Health, including the provision of such services to the Franco-Ontarian public.

HEALTH POLICY DEVELOPMENT BR HEALTH 3
416-965-5915

The key responsibility of this Branch is to support policy development at the corporate level. The Branch provides advice on short term policy issues, and provides secretariat support for corporate management. It is also responsible for liaison and coordination regarding *federal-provincial* and *inter-provincial* conferences in the *health* field.

HEALTH PROMOTION & INFORMATION BR HEALTH 4
416-965-3101

Provides information service, *health education* materials and health education programs for the Ministry of Health. The Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

The Health Education Promotion Unit (965-5811) develops strategies and methods for the Ministry in the area of *health education* and health promotion. The Unit develops proposals and recommendations to promote the best individual and collective levels of health possible. The Unit also maintains contact with other organizations involved in health promotion, such as those within various levels of government, district health councils, local official health agencies, and professional and voluntary health organizations, to avoid duplication and to reinforce any deserving efforts undertaken in the field.

LEGAL BR HEALTH 5
416-965-2477

Legal Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, appearing before tribunals, etc. The Legal Branch is seconded to the Ministry by the Ministry of the Attorney General.

STRATEGIC RESEARCH & MANPOWER PLANNING BR HEALTH 6
416-965-6246

The function of this Branch is to promote and provide support for corporate planning. This includes analyzing the *health* care system and its environment from a long-term perspective; developing and implementing health research strategy for the province; establishing policy regarding health professional and research *manpower*. The Branch also manages the health *research grants* and *bursaries* program, including the *Provincial Lottery grants,* directs the Clinical *Education* program, and provides liaison between the Ministry and the *Ontario Council of Health.*

ASSISTANT DEPUTY MINISTER ADMINISTRATION & HEALTH INSURANCE

AUDIT BR HEALTH 7
7 Overlea Blvd.
Toronto M4H 1A8
416-965-4338

Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of accounting, financial, and operating controls within the Ministry and in agencies funded by the Ministry.

HUMAN RESOURCES BR HEALTH 8
416-965-5077

Human Resources Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling and the investigation of employee grievances. The Branch coordinates the Ministry's *youth employment* program and maintains the Ministry's personnel and employee benefit records. It provides liaison between the Ministry and the Civil Service Commission and the Ontario Public Service Employees Union (OPSEU). The Branch is also a resource to the health sector in *labour relations, compensation* studies and management development. The Branch was regionalized to provide personnel services to all offices of the Ministry in their geographic regions. Regional offices are listed below.

P.O. Box 1050
Brockville K6V 5W7
613-345-1461

100 West 5th St.
Hamilton L9C 3N6
416-388-2511

752 King St. W.
Kingston K7L 4X3
613-546-1101

850 Highbury Ave.
London N6A 4H1
519-455-5110

Box 3010
North Bay P1B 8L1
705-474-1200

Church St.
Penetanguishene L0K 1P0
705-549-7431

Box 2004
St. Thomas N5P 3V9
519-631-8510

580 Algoma St. N.
Box 2930
Thunder Bay P7B 5G4
807-344-3571

Queen's Park Unit
11th Flr., Hepburn Block
Toronto M7A 1S5
416-965-5041

Overlea Unit 'A'
3rd Flr., 7 Overlea Blvd.
Toronto M4H 1A8
416-965-2025

Overlea Unit 'B'
3rd Flr., 7 Overlea Blvd.
Toronto M4H 1A8
416-965-2025

Islington Satellite Unit
Resources Road
Toronto M5W 1R5
416-248-3018

1001 Queen St. W.
Toronto M6J 1H4
416-535-8501

Box 613
Whitby L1N 5S9
416-668-5881

HEALTH INSURANCE DIVISION

HEALTH INSURANCE DIV, GENERAL MANAGER'S OFFICE — HEALTH 9
7 Overlea Blvd.
Toronto M4H 1A8
416-965-1000

In addition to coordinating the activities of the branches under this Division, the General Manager's Office is responsible for four units whose functions relate to the administration of the Ontario Health Insurance Plan *(OHIP)*. The four units are the Administration Unit, the Management Information Unit, the Planning and Development Unit and the Control Unit. The Office is also responsible for preparations to relocate the entire OHIP operation to Kingston in 1983.

ONTARIO DRUG BENEFIT UNIT — HEALTH 10
7 Overlea Blvd.
Toronto M4H 1A8
416-965-9451

The Unit is responsible for program management of Ontario's *Drug Benefit* program. Publishes and distributes the *Ontario Drug Benefit Formulary* and PARCOST Comparative Drug Index, a prescribing guide for doctors and dispensing aid for pharmacists.

When prescribed by an Ontario doctor or dentist and dispensed in Ontario, *drugs* in the Formulary are available free to Drug Benefit recipients. Advises the Ministry, government agencies and institutions, professional groups, the pharmaceutical industry and the public on all matters related to Ontario Drug Benefit and provides liaison re *pharmaceutical* services in *nursing homes, homes for the aged, hospitals,* government institutions.

ENROLMENT SERVICES BR HEALTH 11
7 Overlea Blvd.
Toronto M4H 1A8
416-482-1111

Enrolls all persons eligible for the Ontario Health Insurance Plan *(OHIP);* maintains records and answers all questions regarding enrolment and insured status. *Immigrants* receive *health insurance* coverage from date of application provided they apply within 90 days of arriving in Ontario. The Branch reviews eligibility for insured services, and administers the program relating to OHIP premium *financial assistance* based on taxable income and OHIP premium exemption based on age. *Senior citizens* 65 years of age or over who have resided in Ontario for the 12 months preceding application are eligible. Spouses of eligible senior citizens are also covered by premium exemption. The Branch also provides service to employers in administration of their insured groups. Contact OHIP district offices listed under the Operations Branch entry, HEALTH 12.

OPERATIONS BR HEALTH 12
7 Overlea Blvd.
Toronto M4H 1A8
416-965-5700

Administers nine district and eight satellite offices processing claims under the Ontario Health Insurance Plan *(OHIP),* answering questions about enrolment in OHIP, premium payments, *medical* and *hospital* claims and *Extended Health Care* benefits. Appeals concerning Extended Health Care benefits in *nursing homes* are handled by the *Medical Eligibility Committee* (965-3294). Contact district offices listed below. (Note: In the Metropolitan Toronto area, inquiries about OHIP claims which have not yet been processed should be directed to the appropriate district office. The appropriate office for all claims made by the patient (e.g., out-of-province claims for services rendered by a health care practitioner outside Ontario) is determined by the patient's address. The office for all claims made through the practitioner is determined by the address at which the practitioner has chosen to register. However, in order to permit an even workload distribution, these addresses do not always correspond exactly to the districts (e.g., North York and Etobicoke claims are processed by the Mississauga office while Scarborough claims are processed by the Oshawa office). Any district office or the practitioner will be able to assist inquirers to determine which office to contact.)

Hamilton District Office
25 Main St. W.
Hamilton L8P 4P9
416-528-3481
In 519, 613 and 705 areas call
1-800-263-2187
416 areas call 1-800-263-2197

Hamilton District Sub-Office
665 King St. E., Ste. 202
Kitchener N2G 2M4
519-745-7379
Surrounding area call toll-free
Zenith 96420

Hamilton District Sub-Office
15 Church St., Ste. 403
St. Catharines L2R 3B5
416-682-6658
Surrounding area call toll-free
Zenith 96420

Kingston District Office
1055 Princess St.
P.O. Box 9000
Kingston K7L 5A9
613-546-3811
Kingston-East call toll-free
Zenith 69100
Kingston-West call toll-free
Zenith 96420

London District Office
227 Queens Ave.
P.O. Box 5700
Terminal A
London N6A 4L6
519-433-4561
Surrounding area call toll-free
1-800-265-4703

London District Sub-Office
568 North Christina Place
Sarnia N7T 5W5
519-337-3667

London District Sub-Office
1427 Ouellette Ave.
Windsor N8X 1K1
519-258-7560

Mississauga District Office
201 City Centre Dr.
P.O. Box 7020
Postal Station A
Mississauga L5A 3M1
416-275-2730
Surrounding area call toll-free
Zenith 96420

Oshawa District Office
44 Bond St. W.
Oshawa L1H 7R1
416-576-2870
Surrounding area call toll-free
1-800-263-3814

Oshawa District Sub-Office
114 Worsley St.
Barrie L4M 1M1
705-726-0326
Surrounding area call toll-free
1-800-726-7597

Oshawa District Sub-Office
139 George St. N.
Peterborough K9J 3G6
705-743-2140
Surrounding area call toll-free
Zenith 96420

Ottawa District Office
75 Albert St.
Ottawa K1P 5Y9
613-237-9100
Surrounding area call toll-free
1-800-267-1912

Sudbury District Office
195 Larch St., 8th Flr.
Sudbury P3B 5R1
705-675-4261
Surrounding area call toll-free
1-800-461-4006/7/10

Sudbury District Sub-Office
101 Mall, Ste. 110
Timmins P4N 6K6
705-267-1164

Thunder Bay District Office
435 James St. S.
P.O. Box 5000
Thunder Bay P7C 5G6
807-475-1431
Ignace & East call toll-free
Zenith 96420

Thunder Bay District Sub-Office
333 Second St. S.
Kenora P9G 1G3
807-468-9554
West of Ignace call toll-free
Zenith 69100

Toronto District Office
2195 Yonge St.
P.O. Box 1700
Terminal A
Toronto M5W 1G9
416-482-1111
Surrounding area call toll-free
Zenith 96420

PROFESSIONAL SERVICES MONITORING BR HEALTH 13
7 Overlea Blvd.
Toronto M4H 1A8
416-965-2181

Adjudicates and monitors professionals' claims under the Ontario Health Insurance Plan *(OHIP)*. The adjudication function includes the provision of specialized and consultative services on claims submitted by practitioners whose services are paid for by OHIP. The Branch communicates with professional organizations and licensing bodies including *physicians, dentists, optometrists, chiropractors, osteopaths, chiropodists,* and *physiotherapists*. The Branch assists in establishing *medical* policy for OHIP. The monitoring function includes the assessment of claims made by professionals to ensure that the services were medically necessary, were offered in accordance with accepted professional standards and practice and were, in fact, rendered. Where there is some question as to whether these criteria were met complaints, with details and OHIP number, can be directed to this Branch. For inquiries on payment of claims, contact OHIP district offices listed under the Operations Branch entry, HEALTH 12.

FINANCE & ADMINISTRATION DIVISION

FINANCE & ACCOUNTING BR HEALTH 14
7 Overlea Blvd.
Toronto M4H 1A8
416-963-0937

Provides financial information to management; establishes the Ministry's *accounting* policies; manages its payment systems, and effects collection and refund of Ontario Health Insurance Plan (OHIP) premiums and other Ministry revenues. Payment systems encompass payments to hospitals and related facilities, payments to professionals and subscribers for care provided under the Health Insurance Act, payments for suppliers' goods and services, salaries and payments under special programs such as Homes for Special Care and Extended Health Care programs, and the Ontario Drug Benefit Program (965-9337). For general inquiries concerning the *Homes for Special Care* and *Extended Health Care* programs, call 965-1505. The general accounting function includes payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

FISCAL RESOURCES BR HEALTH 15
416-965-5415

Coordinates the preparation of the Ministry's operational plans, estimates, management-by-results and financial reports. The Branch coordinates budgetary control and provides financial and management consulting services to assist Ministry program manag-

ers. It administers Ministry funding and monitors the expenditures of *hospitals* and related facilities. These include public, private and psychiatric hospitals, *home care agencies, nursing homes, ambulance services,* local *health* agencies, crippled children's treatment centres, clinical education, etc.

HEALTH BOARDS SECRETARIAT HEALTH 16
416-965-7285

Provides administrative support to a number of *health* care *appeal* and review boards established by various acts under the Minister's jurisdiction. These acts include the *Mental Health Act* (which established automatic review of the status of patients continuously detained in *psychiatric* facilities and inquiries into the mental state of involuntary mental health patients); the *Health Disciplines Act* (for hearings on decisions by colleges of *physicians, dentists, optometrists, pharmacists,* and *nursing* on *consumer* complaints concerning *medical* services, or membership registration); the *Denture Therapists Act;* the *Health Insurance Act* (covering Ontario Health Insurance *(OHIP)* appeals); the *Ambulance Act* (appeals on the non-issuance of *licences);* the *Private Hospitals Act;* the *Public Health Act* (including *laboratory* licensing); the *Nursing Homes Act;* the *Public Hospitals Act* (with respect to the appointment of medical staff); and the *Funeral Services Act* (with respect to conditions of funeral services and the non-issuance of licences to members).

METRICATION OFFICE HEALTH 17
880 Bay St.
Toronto M5S 1Z8
416-965-3550

Coordinates all aspects of *metric conversion* within the Ministry of Health, provides liaison with other jurisdictions, and acts as the contact point within the Ministry. Through the provision of training, consultation, literature, *films* and other related information, this office is available to act as a resource on conversion for *health* care and professional associations, agencies and private sector organizations and institutions.

ONTARIO DRUG BENEFIT (ELIGIBILITY) HEALTH 18
7 Overlea Blvd.
Toronto M4H 1A8
416-965-9337

Selected prescribed *drugs* are provided free to *senior citizens* (65 or older) who receive Old Age Security (OAS) or who have resided in Ontario for the past 12 months and are Canadian citizens or landed immigrants; to recipients of *Family Benefits* (FBA), General *Welfare* (GWA) and *vocational* rehabilitation assistance, and *Homes for Special Care* and *Extended Health Care* benefits. The numbered *Ontario Senior Citizens' Privilege Card* entitles eligible patients to drug benefit. Although anyone over 65 who meets eligibility requirements may choose to apply, federal OAS pensioners automatically get this card; those over 65 who are not OAS pensioners must apply. Forms are available at some pharmacies, all OHIP district offices, or write: Ministry of Health, Drug Benefit, Box 21000, Station A, Toronto M5W 1Y5. FBA (includes the *blind* and *disabled),* GWA and other recipients are issued monthly cards. Drugs must be listed in the *Ontario Drug Benefit Formulary* (for quality and cost control), prescribed by *physicians* or *dentists* and obtained in Ontario.

SUPPLY & SERVICES BR HEALTH 19
15 Overlea Blvd., 4th Flr.
Toronto M4H 1A9
416-963-1070

The Branch provides the Ministry with administrative services which include purchasing (963-1081), supply, printing, registry, mail and transportation services, records, forms, assets, accommodation and telecommunications management. In addition, it is responsible for *Government Pharmacy and Medical Stores* (248-3084) a warehousing and distribution service for drugs, *pharmaceuticals* and *medical* supplies, *microrecording* services (965-8242) which includes health insurance microfilms, the Ministry *Library* (965-7881) and such special services as central insurance and claims reporting, vehicle licensing and staff parking (963-1065). Part of the Library is a *reading room* which provides public access to Ministry publications, statutes and most manuals and internal procedures used by the Ministry.

INFORMATION SYSTEMS DIVISION

DATA DEVELOPMENT & EVALUATION BR HEALTH 20
15 Overlea Blvd.
Toronto M4H 1A9
416-965-8163

The Branch is responsible to all levels of the *health* care sector engaged in the planning and evaluation process for the identification, interpretation and provision, in an aggregate form, of health and socio-economic information and *research* in areas such as health care utilization, monitoring of health care payment systems, regional distribution of health care services, and health care *statistics* related to *hospitals* and other *medical* and health care institutions.

MANAGEMENT SYSTEMS BR HEALTH 21
15 Overlea Blvd.
Toronto M4H 1A9
416-965-8019

The Branch advises the Ministry and related agencies on all aspects of automatic data processing services. Provides systems development and maintenance, consulting, data entry and data control services for the Ministry. Assists in acquiring related services of central agencies in government or procuring management consulting and systems development services and computer and data entry services and equipment elsewhere. Identifies opportunities for systems improvement, and coordinates the definition, development and implementation of an information system utilizing security and confidentiality safeguards. Develops policy to guide the effective use of computers and computer applications in *hospitals*.

ASSISTANT DEPUTY MINISTER INSTITUTIONAL HEALTH SERVICES

EMERGENCY HEALTH SERVICES GROUP HEALTH 22
416-965-8034

The group is responsible for the planning and development of all aspects of emergency *health* services, including air *ambulance* service, *hospital* emergency services, and training and certification of ambulance attendants and other critical care personnel. The

group is also responsible for the management of the Ministry's Ambulance Services Branch, described in a separate entry.

AMBULANCE SERVICES BR HEALTH 23
7 Overlea Blvd.
Toronto M4H 1A8
416-965-8034

Ambulance Services Br is responsible for issuing *licences* to and inspecting *ambulance* services in Ontario. Determines funding to, and generally monitors, these services. Operates a training program for *volunteer* and part-time driver/attendants, and is responsible for central examination of graduates of the ambulance and emergency care program in community *colleges*. Provides Ontario Health Insurance Plan *(OHIP)* approval and guidance for out-of-province and air ambulance transfers. Coordination of air ambulance transfers is handled for Northwestern Ontario through the Sioux Lookout Ambulance Dispatch and through Oak Ridges Central Ambulance Dispatch for the rest of the province. Operates the Ontario Ambulance Services Information System. Six Regional Managers listed below perform decentralized planning and coordinating functions. The Branch does not accept requests for emergency ambulance service. If emergency ambulance service is required, consult inside cover of local telephone book or dial '0' for operator and ask for Zenith 90000.

Six Ambulance Services Br Regional Offices are located throughout the province. Staff provide a direct link with Ambulance Services Br Head Office in Toronto; coordinate the review and approval of *funds* allocated to each *ambulance* service; provide advice related to *disasters* planning programs and ambulance service training programs; evaluate ambulance vehicle and equipment needs within the region; liaise with all levels of municipal, provincial, and federal governments to ensure appropriate ambulance services; meet with and provide advice to ambulance service operators to ensure that service is provided and that it is consistent with legislated requirements; receive public inquiries on the ambulance system and handle complaints from *consumers* pertaining to the quality of service provided. The regional offices are listed below.

Patterson Bldg.
Chedoke Hospital
P.O. Box 564, Station A
Hamilton L8N 3K7
416-389-2273

London Psychiatric Hospital
850 Highbury Ave., Box 2532
London N6A 4H1
519-453-6630

12 King Rd., P.O. Box 1028
Oak Ridges L0G 1P0
416-773-4341/2

62 Bruyere St.
Ottawa K1N 5C5
613-566-3905

199 Larch St., 6th Flr.
Sudbury P3E 5P9
705-675-4336

Lakehead Psychiatric Hospital
580 Algoma St. N.
P.O. Box 2930, Unit 'C'
Thunder Bay 'P' P7B 5G4
807-344-3571

MENTAL HEALTH POLICY & PLANNING TASK FORCE HEALTH 24
416-965-5099

The task force, operating for an initial period of one year, will review the policy and organization relating to *mental health* services in Ontario.

PSYCHIATRIC HOSPITALS BR HEALTH 25
7 Overlea Blvd.
Toronto M4H 1A8
416-965-6234

Operates ten accreditated *psychiatric hospitals* with total bed capacity of approximately 4600. The hospitals provide a full range of psychiatric services including Acute Care, Long Term Care, Alcohol Services, Psychogeriatric Services, a Maximum Security and Medium Security Unit, Child and Adolescent Services as well as Disturbed Retardate Programs.

Psychiatric hospitals cooperate with general hospitals, District Health Councils and other health agencies in unifying psychiatric services across the province. The Psychiatric Hospitals Branch administers the *Homes for Special Care* Program, issuing *licences* to and inspecting Homes for Special Care which provide *nursing home* and residential *home* care for former patients of Ontario *psychiatric* hospitals and centres for the *mentally retarded.* There are ten psychiatric hospitals in the province:

Brockville Psychiatric Hospital
P.O. Box 1050
Brockville K6V 5W7
613-345-1461

Hamilton Psychiatric Hospital
P.O. Box 585
Hamilton L9C 3N6
416-388-2511

Kingston Psychiatric Hospital
P.O. Box 603
Kingston K7L 4X3
613-546-1101

London Psychiatric Hospital
850 Highbury Ave.
P.O. Box 2532
London N6A 4H1
519-455-5110

North Bay Psychiatric Hospital
P.O. Box 3010
North Bay P1B 8L1
705-474-1200

Mental Health Centre
P.O. Box 698
Penetanguishene L0K 1P0
705-549-7431

St. Thomas Psychiatric Hospital
P.O. Box 2004
St. Thomas N5P 3V9
519-631-8510

Lakehead Psychiatric Hospital
P.O. Box 3370
Thunder Bay P7B 5J8
807-344-3571

Queen St. Mental Health Centre
1001 Queen St. W.
Toronto M6J 1H4
416-535-8501

Whitby Psychiatric Hospital
P.O. Box 613
Whitby L1N 5S9
416-668-5881

INSTITUTIONAL DIVISION

INSTITUTIONAL OPERATIONS BR HEALTH 26

15 Overlea Blvd.
Toronto M4H 1A9
416-965-8161

Develops and evaluates guidelines for the effective and efficient operation of *hospitals* and other *health* care institutions in order to distribute equitably a finite amount of operating funds available for such institutions. The Branch also provides consultative and advisory services when necessary.

The Nursing Home Inspection Service (7 Overlea Blvd., Toronto M4H 1A8, 963-1038) issues *licences* to, inspects and investigates *consumer* complaints about, *nursing homes*. Inspection involves quality and quantity of nursing and personal care provided, adequacy of fire and general safety equipment, and sanitation. Approves construction plans for new *nursing homes*. Most nursing home residents are eligible for *Extended Health Care* (EHC) benefits under the Ontario Health Insurance Plan *(OHIP)*. For nursing homes inspection and complaints, contact head office or regional offices listed below. Licences are issued by head office only.

227 Queens Ave., 3rd Flr.
London M1Y 1A0
519-432-1866

7 Overlea Blvd.
Toronto M4H 1A8
416-963-1041

2427 Holly Lane, 2nd Flr.
Ottawa K1V 7P2
613-731-7876

INSTITUTIONAL PLANNING BR HEALTH 27

15 Overlea Blvd.
Toronto M4H 1A9
416-965-8015

Reviews and approves plans for construction and renovation of *hospitals*. Administers capital *grants* to approved projects and conducts *research* on development of efficient and economical facilities. For information on hospital statistics, contact Data Development and Evaluation Branch, tel. 965-8163.

The X-ray Inspection Section (7 Overlea Blvd., Toronto M4H 1A8, 965-4061) administers the regulation respecting X-ray safety by registering owners of equipment designed to produce *X-rays* used in the practice of medicine, approving plans for permanent locations and inspecting them. Provisions of this regulation apply only to the healing arts.

LABORATORY SERVICES BR HEALTH 28

Resources Rd., Hwy. 401 & Islington Ave.
Toronto M5W 1R5
416-248-3196

Laboratory Services Branch has *public health laboratories* throughout the province which perform tests to assist in diagnosis, prevention and treatment of *disease*. Serves doctors, hospitals, health units, and other ministries, and analyzes drinking *water* for the general

public. For drinking water specimen mailing kits call local public health laboratory, listed below.

The Laboratory Inspection Section (963-1032) issues *licences* to and inspects *medical laboratories* to ensure development and maintenance of high standards of medical laboratory services and to encourage the most economical use of available resources. Private and *hospital* laboratories are inspected, as necessary, and facts on all aspects of laboratory operations are gathered. The Branch also issues licences to specimen collection centres.

Hamilton Psychiatric Hospital
Fennell Ave. W., Box 2100
Hamilton L8N 3R5
416-385-5379

Government Bldg.
Barrie St., Box 240
Kingston K7L 4V8
613-546-2686

London Psychiatric Hospital
Box 5704, Terminal 'A'
London N6A 4L6
519-455-9310

750 Memorial Ave.
Box 600
Orillia L3V 6K5
705-325-7449

346 Moodie Dr.
Box 6301, Station 'J'
R.R. 2, Bell's Corners
Ottawa K2A 1S8
613-828-2442

Midwestern Regional Children's Centre
Box 700, Highway #23
Palmerston N0G 2P0
519-343-2015 Ext. 221

1341 Dobbin Ave., Box 265
Peterborough K9J 6Y8
705-743-6811

160 McDougall St.
Box 220
Sault Ste. Marie P6A 5L6
705-254-7132

336 South Syndicate Ave.
Box 1100, Station 'F'
Thunder Bay P7C 4X9
807-622-6449
67 Wilson Ave.
Timmins P4N 2S5
705-264-9571

Sudbury & District Health Unit
1300 Paris Crsc.
Sudbury P3E 3A3
705-522-2640
(Timmins Satellite)

Central Laboratory
Box 9000, Terminal 'A'
Resources Road
Highway 401 & Islington Ave.
Toronto M5W 1R5
416-248-3163

3400 Huron Church Road
Box 1616
Windsor N9A 6S2
519-969-4341

ASSISTANT DEPUTY MINISTER COMMUNITY HEALTH SERVICES

DISTRICT HEALTH COUNCIL PROGRAM HEALTH 29
15 Overlea Blvd., 6th Flr.
Toronto M4H 1A9
416-963-0614

District Health Council Program coordinators develop and promote *District Health Councils* which serve as local *health* planning bodies, coordinating and consolidating health services and planning new programs for their areas. *Volunteers* representing a cross-section of the Ontario population are nominated to the councils at the local level and recommended for appointment by the Minister of Health. The six Area Planning Coordinators act as major Ministry contacts for health planning and coordination of Ministry plans and operations on an area basis.

HEALTH PROGRAMS DIVISION

DRUGS & THERAPEUTICS ADVISORY SERVICE HEALTH 30
416-965-6685

The Service is responsible for quality assessment of Ontario's *Drug Benefit* and *PARCOST* (Prescriptions At A Reasonable Cost) programs. Recommends listing of drugs in the *Drug Benefit Formulary* & PARCOST Comparative Drug Index after assessment for safety, quality and therapeutic value. Drugs listed in this publication also serve as the list of benefits for Ontario Drug Benefit. Advises the Ministry of Health, Ontario government and institutions, professional groups, *pharmaceutical* industry and the general public on matters which relate to pharmaceutics, pharmacology, therapeutics, and the practice of *pharmacy*. Sets standards of quality for pharmaceutics in nursing homes, Homes for the Aged, hospitals and government institutions.

PARCOST PROGRAM HEALTH 31
416-965-6685

PARCOST (Prescriptions At A Reasonable Cost) Program is administered by Drugs and Therapeutics Advisory Service, Health Programs Division. *Pharmacists* who voluntarily participate in PARCOST agree to dispense prescriptions at no more than the cost of the *drugs* listed in the *Drug Benefit Formulary* and PARCOST Comparative Drug Index plus a professional dispensing fee which is negotiated with the Ontario government. Drugs listed are assessed by the Drugs and Therapeutics Advisory Service for safety, quality and therapeutic value. This same publication also serves as the list of drugs which are provided as benefits under Ontario Drug Benefit.

PROGRAM ADVISORY BR HEALTH 32
15 Overlea Blvd.
Toronto M4H 1A9
416-965-8045

Provides professional consultants to the Ministry, and health care facilities, agencies and programs. Consultants are *physicians* and specialists in these fields: *physiotherapy, occupational therapy, rehabilitation medicine, nursing, speech pathology, audiology* and *social work*. Branch programs include: detoxification centres associated with public hospitals which make medical care accessible for *alcohol* and *drug* abusers; underserviced area program (965-1170) with *bursaries* for *physicians* to practise in rural and isolated areas;

placement coordination services for individuals requiring placement for non-acute care; alternate payments for *physicians'* services by contractual arrangement (service not billable to OHIP); long-term care consultants advising on the provision of *medical* and *nursing* care in *nursing homes,* private *hospitals,* chronic hospitals and active hospitals with chronic units, and emergency *health* care.

Family Health Consultants (965-5055) promote community *health* programs related to prenatal and postnatal care and education, infant and preschool health, health of *children* at school, *family* life *education* and family planning.

The Home Care Program (963-0921) provides *health* services at the local level to *OHIP* insured Ontario residents in their *home* upon recommendation of a doctor. Services include *nursing, physiotherapy, occupational therapy,* medical and *social work, drugs* and *medical* supplies, *meals-on-wheels,* and *homemaking.* Contact this office or local Board of Health.

PROGRAM DEVELOPMENT BR HEALTH 33
15 Overlea Blvd.
Toronto M4H 1A9
416-965-8071

The Branch consists of a staff who can assist in the development of projects directed at increasing the effectiveness and efficiency of *health* care delivery. The staff reviews proposals developed by community health groups or agencies, assist community groups in assessing the need for programs, determine the need for new health care programs and evaluate existing programs. Current projects include developing a comprehensive strategy of health care for the elderly, increasing self-care and individual responsibility in health care and increasing knowledge and use of planning frameworks and methods, including need assessment and evaluation. The Branch manages the *Health Service Organizations* program which provides an alternate system of organizing and funding a variety of health services to meet the health needs of a population.

PUBLIC HEALTH BR CHEST DISEASE SERVICE HEALTH 34
880 Bay St.
Toronto M5S 1Z8
416-965-6921

Provides diagnostic services for *tuberculosis* and respiratory *disease* and ambulatory treatment for tuberculosis through district chest clinics. Conducts chest examination of *miners.* Also processes applications of prospective *immigrants* with chest disease. Provincial chest clinics are listed below.

208 Dundas St. E., Ste. 201
Box 425
Belleville K8N 5A5
613-962-5397

The Shouldice Bldg.
36 Queen St. E.
Brampton L6V 2Y3
416-457-5190

Brant Sanitorium
25 Bell Lane
Brantford N3T 1E1
519-756-5617

Box 68
50 Hillside Dr. N.
Elliot Lake P5A 2J6
705-848-2239

3315 Bloor St. W.
Etobicoke M8X 1E7
416-233-1364

McMaster University
Medical Centre
1200 Main St., Room 3UID
Hamilton L8N 3Z5
416-525-8470

1055 Princess St., Ste. 101
Kingston K7L 5T3
613-542-2839

38 Second St., Box 864
Kirkland Lake P2N 3K4
705-567-4466

Ontario Government Bldg.
322 Kent St. W.
Lindsay K9V 5E5
OR
P.O. Box 7000
Lindsay K9V 5E5
705-324-6100

C.N. Building
205 York St.
London N6A 1B4
519-432-6738

95 Dundas St. W.
Mississauga L5B 1H7
416-270-9223

Medical Dental Centre
1221 Algonquin Ave., 5th Flr.
North Bay P1B 4Y3
705-472-8090

260 Mississaga St. W.
Orillia L3V 3B8
705-325-7489

Oshawa General Hospital
301 Golf St.
Oshawa L1G 4B2
416-723-8521

403 Somerset St. W.
Maycourt Building
Ottawa K2P 0K1
613-566-3763

139 George St. N.
Peterborough K9J 3G6
705-745-1401

Civic Centre
99 Foster Dr., 6th Flr.
Sault Ste. Marie P6A 5X6
705-949-9111

1300 Paris Crescent
Sudbury P3E 3A3
705-522-0212

435 James St. S.
Box 5000
Thunder Bay 'F' P7C 5G6
807-475-1661

54 Wilson Ave.
Timmins P4N 2S7
705-264-1384

880 Bay St.
Toronto M5S 1Z8
416-965-7181

2622 Danforth Ave.
Toronto M4C 1L7
416-699-1071

Scarborough Civic Centre
160 Borough Drive
Scarborough (Metro Toronto) M1P 4N8
416-296-7429

5318 Yonge St.
Willowdale (Metro Toronto) M2N 5P9
416-225-9178

Waterloo Square
75 King St. S., 6th Flr.
Waterloo N2J 1P2
519-886-4220

250 Windsor Ave., Ste. 242
Windsor N9A 6V9
519-254-8619

PUBLIC HEALTH BR COMMUNICABLE DISEASES HEALTH 35
15 Overlea Blvd.
Toronto M4H 1A9
416-965-4094

Controls communicable diseases by collecting and collating *statistics* and keeping local Public Health Officers aware of *disease* trends. Provides Medical Officers with *drugs* for immunization and for treatment of leprosy, and with *rabies* vaccine and *snake* antivenin. Provides supplementary field service when necessary to prevent and control disease.

PUBLIC HEALTH BR NORTHERN ONTARIO HEALTH 36
15 Overlea Blvd.
Toronto M4H 1A9
416-965-1170

The Northern Ontario Public Health Services (NOPHS) provides direct *public health* services to the unorganized territories in Northern Ontario which are not served by local health units. Also provides public health inspection service to *industrial* camps in these areas. Provides *dental* health services by means of mobile dental coaches to school aged *children* in underserviced areas of Northern Ontario. NOPHS offices are listed below.

Anglican Church
Box 57
Moosonee P0L 1Y0
705-336-2294

P.O. Box 331
Pickle Lake P0V 3A0
807-928-2234

75 Elgin St., Box 121
Sault Ste. Marie P6A 5L2
705-256-2224

174 Larch St.
Box 1231
Sudbury P3E 4S7
705-674-3151 Ext. 262

435 James St. S.
Box 5000
Thunder Bay P7C 5G6
807-475-1341

217 Algonquin Blvd. E.
Box 491
Timmins P4N 7E7
705-264-4763

Medical Building
606 Pine Crescent
White River P0M 3G0
807-822-2353

PUBLIC HEALTH BR PUBLIC HEALTH DENTAL HEALTH 37
15 Overlea Blvd.
Toronto M4H 1A9
416-965-5036

Dental Consultants provide consultation to health agencies in Ontario on preventive *dental* care and dental health (contact local Public Health agency). Provide *bursaries* to dental students in Ontario's two Faculties of Dentistry and *grants* or guaranteed income

to *dentists* locating in designated underserviced areas. The Branch deals with all Ministry policy about dental care.

PUBLIC HEALTH BR PUBLIC HEALTH ENGINEERING HEALTH 38
15 Overlea Blvd.
Toronto M4H 1A9
416-965-7678

Collects and evaluates data on the analysis of drinking *water* and on the quality of the supply in recreational areas. Provides engineering advice on control measures to prevent the outbreak of communicable *disease,* on treatment of non-municipal water supply, on public bathing beaches, and on the design and operation of recreational *camps* and other facilities, housing and institutions. Issues *licences* to summer camps. Administers regulation regarding public *swimming pools* under the Public Health Act, including approval of building plans.

PUBLIC HEALTH BR PUBLIC HEALTH INSPECTION HEALTH 39
15 Overlea Blvd.
Toronto M4H 1A9
416-965-4164

Provides consultation to municipal health agencies, Ontario government ministries and some allied agencies on local *public health* inspection practices (e.g. cleanliness in restaurants, food stores, residences, factories). Contact the local Public Health Unit serving the municipality.

PUBLIC HEALTH BR PUBLIC HEALTH NURSING HEALTH 40
15 Overlea Blvd.
Toronto M4H 1A9
416-965-4441

Public Health Nursing Consultants provide consultation to health agencies in all areas of *public health nursing* services and also provide advice about public health nursing services to Ontario government ministries.

PUBLIC HEALTH BR PUBLIC HEALTH NUTRITION HEALTH 41
15 Overlea Blvd.
Toronto M4H 1A9
416-965-5884

Public Health Nutrition Consultants provide consultation to health agencies on *health* promotion, *disease* prevention programs which includes information on *nutrition, fitness,* cardiovascular health, *dental* health, prenatal care and care for *senior citizens.*

PUBLIC HEALTH BR VD HEALTH 42
15 Overlea Blvd.
Toronto M4H 1A9
416-965-4058

Venereal disease clinics for the diagnosis and treatment of VD are located throughout

the province. The Branch provides advice to physicians re management of VD cases and *education* for the public on all aspects of *venereal disease.* Contact municipal Public Health Unit. In Metro Toronto call any time: 367-7400. *Grants* are available for VD clinics administered by hospitals or local Boards of Health.

PUBLIC HEALTH BR VETERINARY HEALTH 43
15 Overlea Blvd.
Toronto M4H 1A9
416-965-4236

Veterinary Public Health Service consultants are responsible for food controls concerning the safety of *food* in production, processing and distribution; foodborne illnesses; interpretation of regulations; interpretation of laboratory results. Provide consultation to local *public health* authorities in quality control of *milk* products and issue certificates of approval needed to operate pasteurization plants. Provide information to consumers, the food trade and individuals wishing to conduct a food business. Consultants help to control *diseases* common to man and animals (zoonoses) such as *rabies,* salmonellosis, brucellosis, etc. Provide advice to Public Health Officers and physicians as to need and supply of anti-rabies vaccine, serum and *snake* antivenin. For a list of antivenin depots contact the Communications Branch at 965-5167.

AGENCIES

ADDICTION RESEARCH FOUNDATION HEALTH 44
33 Russell St.
Toronto M5S 2S1
416-595-6100

The Addiction Research Foundation (ARF) conducts *research* and demonstration treatment, provides *educational* and consultative services, and publishes material in the field of *alcohol* and *drug* addiction. Information is available about various social services for people concerned with psychoactive drugs including alcohol. The *Library* of the Addiction Research Foundation has an extensive collection of research reports, books and *audio-visual* material and is open to the public (Tel. 595-6144). Inpatient and outpatient treatment for alcoholics and drug addicts and abusers is available through the Clinical Institute (595-6021), a 63-bed research and teaching hospital affiliated with University of Toronto. Regional ARF offices assist communities in the development of preventive and treatment services.

BOARD OF FUNERAL SERVICES HEALTH 45
25 Grosvenor St.
Toronto M4Y 1A9
416-921-5164

The Board of Funeral Services administers the Ontario *Funeral Services Act. Licenses funeral* directors and funeral service establishments. Handles *consumers'* complaints or inquiries on funeral services in Ontario.

ONTARIO CANCER TREATMENT & RESEARCH FOUNDATION HEALTH 46
7 Overlea Blvd.
Toronto M4H 1A8
416-423-4240

The Ontario Cancer Treatment and Research Foundation supports programs of diagnosis, treatment and *research* in *cancer*. Conducts seven regional cancer treatment centres (associated with hospitals) and 24 consultative and follow-up clinics. It is affiliated with the Ontario Cancer Institute (incorporating the Princess Margaret Hospital), Toronto. Services and rehabilitation programs funded include speech therapy, prosthetic devices, colostomy patients' program, transportation of patients travelling over 25 miles, chemotherapeutic drugs for needy Ontario patients. Maintains and operates 6 lodges where out-of-town ambulatory patients receiving treatment can be accommodated. Statistical section promotes adequate reporting of cancer cases and compiles statistical data. Supports undergraduate and postgraduate study in oncology for medical, paramedical and scientific personnel. Supports career scientists and awards research associateships and *grants* in aid of laboratory and clinical cancer investigation.

ONTARIO COUNCIL OF HEALTH HEALTH 47
700 Bay St.
Toronto M5G 1Z6
416-965-5031

The Ontario Council of Health advises the Minister of Health on *health* care matters. Studies questions affecting health services, *research* and *manpower*. Also makes recommendations about studies relating to the work of the Council but carried out by others.

ONTARIO MENTAL HEALTH FOUNDATION HEALTH 48
365 Bloor St. E.
Toronto M4W 3L4
416-920-7721

The Ontario Mental Health Foundation provides *grants* for *mental health research*. The Ontario Mental Health Foundation supports specific projects, predoctoral and postdoctoral students, and postgraduate independent research.

MINISTRY OF HOUSING

The Ministry is charged with: the responsibility for ensuring that provincial interests are reflected through a sound community planning framework; facilitating the provision and maintenance of adequate housing; ensuring efficient use of lands acquired for residential, commercial and industrial development.

DEPUTY MINISTER'S OFFICE

AFFIRMATIVE ACTION PROGRAM HOUSING 1
Hearst Block
Toronto M7A 2K5
416-965-0143

The Affirmative Action Program Manager plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

AUDIT OPERATIONS BR HOUSING 2
60 Bloor St. W.
Toronto M4W 3K7
416-965-9898

Audit Operations Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

COMMUNICATIONS BR HOUSING 3
56 Wellesley St. W.
Toronto M7A 2K4
416-965-9780

Communications Br serves as the information service for the Ministry of Housing, including such components as *Ontario Housing Corporation* (OHC), *Ontario Mortgage Corporation* (OMC) and *Ontario Land Corporation.* The service for the Ontario Land Corporation can be reached at 965-9168. The Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

LEGAL BR HOUSING 4
101 Bloor St. W., 4th Flr.
Toronto M5S 1P8
Rental Housing 416-965-4571
Subdivisions 416-965-9849
Planning 416-965-0460

Legal Branch provides legal services for all branches of the Ministry of Housing including the *Ontario Housing Corporation,* the *Ontario Mortgage Corporation* and the *Ontario Land Corporation.* Legal Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal

services in the areas of subdivision development, housing development, mortgages, administration of the Planning Act and provides all other legal services incidental to the operations of the Ministry and its agencies. The Legal Branch is seconded from the Ministry of the Attorney General. The Legal Branch section serving the Metro Toronto Housing Authority is located at: 1320 Yonge St., 2nd Flr., Toronto M4T 1X2.

MANAGEMENT PLANNING & EVALUATION BR HOUSING 5
Hearst Block, 4th Flr.
Toronto M7A 2K5
416-965-0193

Management Planning & Evaluation Br, part of the *Policy & Program Development Secretariat,* ensures that the Ministry has a comprehensive planning and evaluation system so that its resources are efficiently utilized.

The Branch has two sections.

Program Analysis Section (965-9788) develops and reviews long-term funding requirements and associated program priorities. Coordinates the development of performance indicators (for use in the management-by-results program of the government). Maintains and analyses information to accurately reflect the present and future environment for the development of appropriate programs.

Surveys & Statistical Analysis Section (965-7025) furnishes background data for policy development. Administers the municipal housing program which provides *grants* and technical analysis to *municipalities* for local *housing* policy statements.

POLICY & PROGRAM DEVELOPMENT SECRETARIAT HOUSING 6
Hearst Block
Toronto M7A 2K5
416-965-0163

The Policy & Program Development Secretariat provides the Ministry with policy development advice by evaluating and designing alternatives to present policies and programs and formulating new approaches so the Ministry pursues goals more effectively. Provides intergovernmental liaison to ensure that the Ministry is aware of and responds to changing *housing* policy and program issues at all levels of government (965-7867).

FINANCE AND ADMINISTRATION DIVISION

CORPORATE SECRETARY HOUSING 7
101 Bloor St. W.
Toronto M5S 1P8
416-965-9798

The office of the Corporate Secretary provides corporate secretarial services to boards of directors of all crown agencies of the Ministry *(Ontario Housing Corporation, Ontario Land Corporation* and *Ontario Mortgage Corporation).* Receives resolutions from *municipalities* requesting participation in various *housing* and related programs of the Ministry. Accepts submissions resulting from public *tenders* called on behalf of the Ministry and its agencies.

FINANCE BR HOUSING 8
60 Bloor St. W.
Toronto M4W 3K7
416-965-9762

Finance Br supplies the Ministry with financial management services. The Branch is responsible for and co-ordinates all *housing-related* cost sharing relationships between the federal government and over 240 Ontario municipalities. In addition, the Branch provides technical support to approximately 80 housing management and direct management offices throughout the province.

HUMAN RESOURCES HOUSING 9
60 Bloor St. W.
Toronto M4W 3K7
416-965-9402

Human Resources Br performs the personnel functions for the Ministry of Housing. The Metropolitan Toronto Housing Authority performs its own personnel functions (965-9831). Human Resources Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Human Resources Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Human Resources Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). Human Resources Branch provides a complete staff relations service to the Ontario Housing Corporation and its local Housing Authorities in dealing with the Canadian Union of Public Employees (CUPE).

MANAGEMENT SYSTEMS BR HOUSING 10
60 Bloor St. W.
Toronto M4W 3K7
416-965-9905

Management Systems Br provides management consulting, systems development and data processing services to the Ministry and its agencies. This includes *records management, forms* design and *control, manuals* management. Management Systems Branch is responsible for the definition, development and documentation of the Ministry's computerized or manual information and administrative systems. It provides Ministry liaison with Government Services' Communications and Computer Services Division. For government systems development policy and supplier's list, see Management Board of Cabinet Secretariat, Management Technology Branch.

SUPPLY AND SERVICES BR HOUSING 11
60 Bloor St. W.
Toronto M4W 3K7
416-965-9713

Supplies the Ministry of Housing, *Ontario Housing Corporation,* Ontario Land Corporation and *Ontario Mortgage Corporation* with administrative services, including the purchasing of goods and services (965-9749), supply management, printing, duplicating, mail

and transportation services, assets management, and the maintenance of policy and procedures as they apply to the Branch. The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation for the Ministry and its crown corporations and purchasing of commonly used supplies. The Branch is also responsible for office safety supervision. The Branch acquires office accommodation and related services for housing authorities. The Branch is responsible for the Ministry *Library* (965-9720). The Library operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

ASSISTANT DEPUTY MINISTER LAND DEVELOPMENT

LAND OPERATIONS BR HOUSING 12
60 Bloor St. W.
Toronto M4W 3K7
416-965-0250

Land Operations Br is responsible for the supervision of *engineering* and professional service contracts for all *Ontario Land Corporation* (OLC) development projects, except Seaton and Townsend. It manages directly OLC properties within the *North Pickering* site, (Land Management Site Office, P.O. Box 190, Highway 7, Green River, Pickering L1V 2R4, 416-683-7611) and provides direction to Ministry of Government Services in the management of all other OLC *lands*. It deals with *compensation* on *expropriation* of properties in North Pickering. Provides *property* transfer, registration and documentation and *tax* payments on all OLC property. Provides *environmental planning* and drafting services to the OLC. The Branch participates in the Ministry's *youth employment* program.

MARKETING & LONG TERM PLANNING BR HOUSING 13
60 Bloor St. W.
Toronto M4W 3K7
416-965-9164

Marketing & Long Term Planning Br develops corporate plans and policies for the development, marketing, management and disposition of all provincial *land* held by the *Ontario Land Corporation* for residential, commercial and industrial development. The Branch develops financial and economic strategies and plans and provides market analysis and marketing services for the lands. Major developments in the land development program include the new communities of Seaton and Townsend and projects in Malvern, Saltfleet, Hamilton Mountain, Kitchener, London and Windsor, etc. For information on the Seaton and Townsend Projects, see Housing Seaton Community & Eastern Region Br and Housing Townsend Community & Western Region Br. For information on land available for lease contact Min of Housing, Land Operations Br (965-0250) for Seaton, Ag & Food Foodland Development Br (965-9433) for agricultural land, and Government Services, Realty Services Br Property Administration (965-2040) for the other areas.

SEATON COMMUNITY & EASTERN REGION BR HOUSING 14
60 Bloor St. W.
Toronto M4W 3K7
416-965-9168

The Branch is responsible for the planning and development of Seaton, a new commu-

nity to be located on a provincially-owned site in the Town of Pickering, Region of Durham. Seaton is a 7,000 acre urban area within the 25,000 acre North Pickering planning area. Branch responsibility also includes all other provincial *land* development projects in eastern and northeastern Ontario.

The Seaton Community Administration and Information Office located at 1305 Sheridan Mall Parkway, 5th floor, Pickering L1V 3P2, (416-831-2526), provides a local source of information concerning the development of Seaton.

TOWNSEND COMMUNITY & WESTERN REGION BR — HOUSING 15
60 Bloor St. W., 10th Flr.
Toronto M4W 3K7
416-965-6504

The Branch is responsible for the planning and development of Townsend, a new community on a provincially owned site in the city of Nanticoke, Region of Haldimand-Norfolk as well as all other provincial *land* development projects in western and northwestern Ontario (416-965-0637).

Townsend Community Administration and Information Office (519-587-2418), Townsend, Ontario, N0A 1J0 provides a local source of information concerning the development and marketing of Townsend.

ASSISTANT DEPUTY MINISTER COMMUNITY PLANNING

COMMUNITY PLANNING ADVISORY BR — HOUSING 16
56 Wellesley St. W.
Toronto M7A 2K4
416-965-3352

The Branch provides *community planning* service and advice to municipalities, the development industry and the public. Administers a program of *grants* to smaller *municipalities* (population 15,000 or less) for the development of locally oriented community planning programs. These include: preparing or updating *official plans* and *zoning* by-laws, assistance to regional, county or district governments in preparing *land* severance policies, funding preparation of required secondary plans, funding planning programs for unorganized territories, funding strategy plans for municipalities not included in a defined planning area, reviewing existing documents for *energy* efficiency, preparing planning studies on land use measures for energy efficiency. Municipalities must contact regional offices listed below to apply for grants. Municipalities are responsible for designating *mobile home* parks by passing zoning by-laws under the Planning Act.

The Branch provides the following range of services through its field offices.

Information/education: Staff organize (or participate in) workshops, seminars and conferences to discuss community planning, land use, provincial policies and procedures and other Ministry programs.

Ongoing planning advice: Staff consult with municipalities about their *land use planning* concerns and respond to inquiries from developers and the public.

Preliminary reviews of local planning documents and advice on tentative development proposals: Field offices can identify planning weaknesses and assess trends in local

housing and planning which should reduce delays and problems at the approval stage and facilitate a smoother process.

Financial assistance: Applications for funding under the *Community Planning Study Grants* are processed through field offices. Staff also provide assistance for the development of major amendments to official plans and zoning by-law documents as well as for special studies which address specific land use planning matters. Municipal eligibility for assistance is reviewed by staff and requests for funding should always precede the commencement of any planning study.

Technical assistance: Staff assist in drafting terms of reference for planning studies and selecting planning consultants. Staff will also assist in the preparation of municipal planning documents for small municipalities that have insufficient planning staff.

Planning areas: Staff advise municipalities on establishing or altering planning areas and on the administration of planning boards.

Contact one of the following five field offices.

495 Richmond St.
London N6A 5A9
519-673-1611
(Southwestern Region)

244 Rideau St.
Ottawa K1N 5Y3
613-566-3801
(Southeastern Region)

1191 Lansing Ave.
Sudbury P3A 4C4
705-560-0120
(Northeastern Region)

435 James St. S.
Box 5000
Thunder Bay P7C 5G6
807-475-1651
(Northwestern Region)

47 Sheppard Ave. E., Ste. 207
Willowdale M2N 5X5
416-224-7635
(Central Region)

COMMUNITY RENEWAL BR — HOUSING 17
56 Wellesley St. W.
Toronto M7A 2K4
416-965-9048

The Branch is responsible for administering the following provincial and federal-provincial programs designed to upgrade the existing housing stock in Ontario: Business Improvement Area, Community Services Contribution, Downtown Revitalization, Main Street Revitalization. These programs are described individually in the following Community Renewal Br entries. The Branch participates in the Ministry's *youth employment* program.

COMMUNITY RENEWAL BR — HOUSING 18
BUSINESS IMPROVEMENT AREA PROGRAM
56 Wellesley St. W.
Toronto M7A 2K4
416-965-2826

Section 361 of the *Municipal Act* provides local business communities with the legislation

to help upgrade commercial districts. The Business Improvement Area Program (BIA) concept is a self-help mechanism to improve, beautify and maintain municipally owned *lands, buildings* and structures beyond the normal works of municipalities and to promote the area as a business and shopping district. Funds are provided by local business groups and managed by a board of management. Local groups request the municipality to designate a BIA. Once a BIA is designated, a board of management is formed to manage the current year's budget outlining the improvement and the promotion program. Upon approval of this budget by the municipal council, funds are paid out to the board by the municipal treasurer.

COMMUNITY RENEWAL BR — HOUSING 19
COMMUNITY SERVICES CONTRIBUTION PROGRAM
56 Wellesley St. W.
Toronto M7A 2K4
416-965-2826

Under the Community Services Contribution Program (CSCP), the Ontario government, with the federal government, assists *municipalities* with the improvement of physical and *environmental* deficiencies. *Grants* are for the provision of, or improvements to, *sewer* and *water* works, sidewalks, street lighting, *parks* and other types of social and *recreation* facilities.

COMMUNITY RENEWAL BR — HOUSING 20
DOWNTOWN REVITALIZATION PROGRAM
56 Wellesley St. W.
Toronto M7A 2K4
416-965-2826

The Downtown Revitalization Program is designed to help eligible *municipalities* with a maximum population of 125,000 receive public *investment* for seeding projects to restore confidence in the community's core area. Subject to availability, funds are provided by the province in the form of partially recoverable *loans* up to a maximum two-thirds of the approved cost of the project.

COMMUNITY RENEWAL BR — HOUSING 21
MAIN STREET REVITALIZATION PROGRAM
56 Wellesley St. W.
Toronto M7A 2K4
416-965-2826

The Main Street Revitalization Program is designed to help small Ontario communities with populations of 35,000 or less to upgrade their downtown areas using the *Business Improvement Area* (BIA) concept as a starting point (see Housing, Business Improvement Areas). Since smaller municipalities often are not able to generate the financing needed to initiate BIA projects, the province provides low-interest *loans* of up to $150,000 to help the community improve and beautify municipally owned *lands* and *buildings* in eligible areas.

LOCAL PLANNING POLICY BR HOUSING 22
56 Wellesley St. W.
Toronto M7A 2K4
416-965-5890

Develops policy, legislation and recommends *community planning* standards to apply at the local government level *(municipalities),* consistent with provincial objectives. Activities include review of planning statutes; formulation of advisory publications on *official plans, zoning* techniques and *land use planning* policies; and issuance of policy circulars on matters such as urban planning standards, design guidelines for housing *subdivisions* and the development of *mobile home* parks.

PROJECT PLANNING BR HOUSING 23
56 Wellesley St. W.
Toronto M7A 2K4
416-965-1637

Provides comprehensive planning services to the Ministry on *land* development, *community planning, energy* conservation and other planning projects, based upon physical, social, economic, environmental and engineering analysis. Planning information on these projects is available.

PLANS ADMINISTRATION DIVISION

COMMUNITY PLANNING REVIEW BRANCHES HOUSING 24
56 Wellesley St. W.
Toronto M7A 2K4
416-965-6418

Two Community Planning Review Branches located in Toronto (Central & Southwest, North & East) process and recommend for approval *official plans* and official plan amendments; evaluate and recommend endorsement of interim *land* severance and *land use planning* policies; comment on *housing* policy; approve plans of *subdivisions* and *condominiums* (except when regional municipalities have approval power); administer Minister's *zoning* orders, part-lot control, *parkway belt* orders, validation of *title* of lands subdivided in contravention of the Planning Act, *road* closing applications. Comment to the Ontario Municipal Board on *municipal* zoning by-laws. Monitor land severance approvals delegated to planning boards, committees of adjustment, land division committees. Administer land severance applications, where not delegated, in Northern Ontario. Process *Niagara Escarpment Development Control appeals.* Review notices of motion under the *Partition Act.*

OPERATIONS CONTROL BR HOUSING 25
56 Wellesley St. W.
Toronto M7A 2K4
416-965-6418

Operations Control Br provides technical, administrative and statistical support for the Plans Administration Division. Co-ordinates Ministry review of *environmental assessments.* Prepares *zoning* orders for unorganized territories in Northern Ontario. Co-ordinates delegation of Minister's power to local jurisdictions (e.g., transfer of *subdivisions, condominiums* and *official plans* approvals to regions and counties and *land* severance approvals to planning boards in Northern Ontario). Prepares guidelines and

information publications on the planning process. Prepares regulations and rules of procedure under the *Planning Act* legislation. Takes part in special projects (e.g., review of *land use planning* reports).

PARKWAY BELT SECTION HOUSING 26
56 Wellesley St. W.
Toronto M7A 2K4
416-965-6418

The Parkway Belt Section manages the activities involved in the Parkway Belt System. The Belt is a multi-purpose utility corridor, urban separator and linked open space system, designed to define and service urban areas to the west and east of Metropolitan Toronto.

ASSISTANT DEPUTY MINISTER COMMUNITY DEVELOPMENT

HOUSING RENOVATION & ENERGY CONSERVATION UNIT HOUSING 27
60 Bloor St. W., 8th Flr.
Toronto M4W 3K7
416-965-4073

The Housing Renovation and Energy Conservation Unit's activities include identifying and liaising with major client groups involved in *housing* rehabilitation and *energy* conservation; developing resources to aid client groups and industry in the rehabilitation process; assembling and providing up to date information on trends and activities in the housing rehabilitation field. The unit is also responsible for the *Ontario Home Renewal Program* and providing advice and assistance to *municipalities* on local property maintenance programs and the administration of property standards by-laws.

Section 36 of the *Planning Act* permits *municipalities* to enact *property* standards by-laws setting out minimum standards of maintenance and occupancy for property thereby ensuring that *buildings* are maintained in a habitable condition and not allowed to deteriorate. Advice and assistance is given to municipalities wishing to embark on a property maintenance program.

MARKET SURVEYS SECTION HOUSING 28
101 Bloor St. W.
Toronto M5S 1P8
416-965-9834

The Market Surveys Section carries out *Municipal Housing Statements* (MHS) for municipalities under 10,000 in population and provides technical assistance to municipalities who are preparing an MHS through a consultant or municipal staff. An MHS is a study of the total housing market of a municipality and is a prerequisite for participation in provincial assisted housing programs. Included in the Municipal Housing Statement is an assisted housing survey which sets targets for the need and demand for rental housing at a market rental rate and on a rent-geared-to-income basis. This section also administers the Annual Housing Review (AHR) which allows municipalities to set assisted housing targets by program for the upcoming year.

COMMUNITY HOUSING DIVISION

COMMUNITY HOUSING DIVISION HOUSING 29
101 Bloor St. W., 12th Flr.
Toronto M5S 1P8
416-965-9649

The Division administers community housing programs through four regional housing branches located at the above address in Toronto. Each branch is responsible for specific areas of the province (see list below).

The community housing programs are described individually under the following Community Housing Division entries: Municipal Non-Profit Housing Program, Private Non-Profit Housing Programs, Private Assisted Rental Program, Rent Supplement Program, Rural Housing Program, Senior Citizen & Family Housing Program.

Central Region
416-965-9644
(Dufferin, Metro Toronto, Peel Region, Simcoe (except Rama & Mara Townships), York)

East Region
416-965-0759
(Durham, Frontenac, Lanark, Muskoka, Parry Sound, Victoria, Renfrew, Haliburton, Hastings, Leeds-Grenville, Lennox-Addington, Northumberland, Ottawa-Carleton, Peterborough, Prescott-Russell, Prince Edward, Stormont-Dundas-Glengarry, Simcoe (Rama & Mara Townships only), Nipissing (south of Algonquin Park))

North Region
416-965-9045
(Algoma, Kenora, Rainy River, Sudbury, Thunder Bay, Timiskaming, Nipissing (N. of Algonquin Park))

South/West Region
416-965-9656
(Brant, Bruce, Elgin, Essex, Grey, Haldimand-Norfolk, Halton, Hamilton-Wentworth, Huron, Kent, Lambton, Middlesex, Oxford, Perth, Waterloo, Wellington)

COMMUNITY HOUSING DIVISION HOUSING 30
MUNICIPAL NON-PROFIT HOUSING
101 Bloor St. W., 12th Flr.
Toronto M5S 1P8

This program assists non-profit *housing* corporations, owned by municipalities, whose main objective is to supply rental accommodation for senior citizens, families and *disabled* individuals. Ontario allocates a *grant* of up to 10 per cent of the capital costs of housing projects to *municipalities* for municipal non-profit projects under the federal *Community Services Contribution Program.* There are federal and provincial *rent* reduction *grants* to help offset operating losses. Municipal non-profit corporations are responsible for managing their own properties. Criteria for project approval include evidence of need for the project for both market rent and rent-geared-to-income components. Up to 25 per cent of the units in a municipal non-profit development for families may be allocated on a rent-geared-to-income basis. In *senior citizen* projects, up to 50 per cent of the units may be assigned to seniors in need of rental assistance. The remainder of the tenants in both cases would pay market rents. The program is administered by the four re-

gions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, HOUSING 29.

COMMUNITY HOUSING DIVISION HOUSING 31
PRIVATE NON-PROFIT HOUSING PROGRAMS
101 Bloor St. W.
Toronto M5S 1P8

The *Private Non-profit Housing Program* and the *Non-profit Cooperative Housing Assistance Program* are administered by the *Canada Mortgage and Housing Corporation.*

COMMUNITY HOUSING DIVISION HOUSING 32
PRIVATE ASSISTED RENTAL PROGRAM
101 Bloor St. W.
Toronto M5S 1P8

This program is designed to encourage greater participation by the private sector in providing *rent*-geared-to-income accommodation. Builders arrange private *mortgage* financing insured under the *National Housing Act* at rates no greater than the prevailing Section 58 NHA rate and develop rental projects in municipalities selected by the Ministry. The builders construct, own and manage the properties and enter into agreements with *Ontario Housing Corporation.* Up to 100 per cent of the units in a project are made available to applicants on the local waiting list for assisted rental *housing* accommodation. Units under construction and completed projects are not eligible for the program. Under arrangements between the builder and the Ministry the difference between the agreed upon rent and the rent paid by tenants is supplemented by the federal and provincial governments on a 50:50 ratio. In addition, the builder is responsible for all project administration. The program is administered by the four regions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, HOUSING 29.

COMMUNITY HOUSING DIVISION HOUSING 33
RENT SUPPLEMENT PROGRAM
101 Bloor St. W.
Toronto M5S 1P8

This program is designed to provide assisted rental *housing* for lower-income residents, in co-operation with the private sector. Ministry policy is to integrate socially-assisted *tenants* into the general community, housing them in privately-owned accommodation. Under the *rent* supplement program, the operating subsidies are shared on a 50/50 basis by the federal and provincial governments. The Ministry of Housing, acting on behalf of *Ontario Housing Corporation* acquires the use of vacant units from private owners who wish to make them available for lower-income families and individuals. After an owner and OHC agree on a market rent, the owner participates in selecting the tenants from the local waiting list for assisted housing. The tenant signs a lease with the owner and pays rent, based on income, directly to the owner. OHC mails a monthly cheque to the owner to cover the difference between the rent paid by the tenant and the agreed upon market rent. Contracts generally are signed for up to a five-year period. Rents are negotiated annually to reflect market trends. Generally, no more than 25 percent of the units in a complex or building may be accepted for lease under the program. The program is administered by the four regions of the Community Housing Division; for telephone numbers

and areas of jurisdiction, see this Ministry's Community Housing Division entry, HOUSING 29.

COMMUNITY HOUSING DIVISION HOUSING 34
RURAL HOUSING PROGRAM
101 Bloor St. W.
Toronto M5S 1P8

In co-operation with *Canada Mortgage & Housing Corporation* (CMHC) the Ministry assists families in *home* ownership in rural and remote areas. Where a need has been established, a limited number of *rent*-geared-to-income developments for *senior citizens* may be built in *municipalities* and *unorganized territories* with populations of less than 2,500. Program is administered through the four regions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, HOUSING 29. Capital costs and operating subsidies are shared by the federal (75%) and provincial (25%) governments.

COMMUNITY HOUSING DIVISION HOUSING 35
SENIOR CITIZEN & FAMILY HOUSING
PROGRAM
101 Bloor St. W.
Toronto M5S 1P8

The Ministry is responsible for the project review, approval and inspection for various forms of assistance which are available to provincially and municipally-owned non-profit *housing* corporations whose main purpose is to supply adequate moderate rental housing for families, individuals and senior citizens. The Ministry also administers programs to allow *Ontario Housing Corporation* and *municipal* housing corporations to develop public housing to meet the needs of low-income families and *senior citizens*. Programs are administered through the four regions of the Community Housing Division; for telephone numbers and areas of jurisdiction, see this Ministry's Community Housing Division entry, HOUSING 29. To apply for rent-geared-to-income housing in Metro Toronto contact Housing Registry, 965-9915. Elsewhere contact local Ontario Housing Corporation office or Housing Authority listed under Ministry of Housing, Housing Operations Br, HOUSING 40.

TECHNICAL SERVICES DIVISION

TECHNICAL SERVICES DIVISION HOUSING 36
101 Bloor St. W.
Toronto M5S 1P8
416-965-9728

The Technical Services Division coordinates architectural, engineering and appraisal (965-0260) services to the Ministry's Community Development Division. Its Research & Development Section (965-9108) carries out *research* on *building* materials in use, *energy* conservation measures and related subjects. The Chief Architect's, Chief Engineer's and the Appraisal Branches' functions are described individually in this index.

APPRAISAL BR HOUSING 37
101 Bloor St. W.
Toronto M5S 1P8
416-965-0260

The Appraisal Br appraises *land* and *buildings,* estimates costs of new *construction,* estimates *rents* and rental values in assisted rental *housing* in privately and publicly initiated developments for the Ministry of Housing and performs other related duties such as assessment and other appraisal work as assigned.

CHIEF ARCHITECT'S BR HOUSING 38
101 Bloor St. W.
Toronto M5S 1P8
416-965-9929

The Chief Architect's Br provides *architectural,* landscape and interior design consultation, *tender,* inspection and contract administrative services to the Ministry's Community Development Division, the Ontario Housing Corporation, the local *housing* authorities and other housing agencies relating to the Ministry's housing programs.

CHIEF ENGINEER'S BR HOUSING 39
101 Bloor St. W.
Toronto M5S 1P8
416-965-9616

The Chief Engineer's Br ensures that housing projects constructed under various Ministry programs comply with building code and contract requirements. This involves *engineering* reviews of drawings and field supervision.

ONTARIO HOUSING CORPORATION

HOUSING OPERATIONS BR HOUSING 40
101 Bloor St. W., 5th Flr.
Toronto M5S 1P8
416-965-9733

Housing Operations Branch provides direction through six regional branch offices to 60 housing authorities and two direct management operations. The individual *housing authorities* and direct management offices administer the province's *rent*-geared-to-income rental *housing* on behalf of Ontario Housing Corporation. This accommodation is provided for parents aged 18 or more with at least one dependent child, usually under the age of 18; to *senior citizens* where at least one spouse is over the age of 60; and to physically *disabled* persons. One year's residency in the province of Ontario is required as a basis for being housed; applicants must also be Canadian citizens or landed immigrants.

Applicants for housing should contact the local housing authority manager. A point rating system is used to rank applications according to the degree of need. The rent is calculated on a scale that is geared to gross income.

The local housing authorities through the branch offices manage the housing stock on behalf of the Corporation by undertaking regular maintenance programs and upgrading of property, together with such programs as *energy* conservation improvements. This work is distributed to local contractors through maintenance service requisitions for small

items. (Where warranted, contractors are placed on rotational lists). The short form and public *tender* processes are utilized for larger items and services.

Below is a list of regional branch offices, local housing authorities and the direct management operations.

REGIONAL BRANCH OFFICES

55 Hess St. S., Penthouse
Hamilton L8P 4R8
416-527-9216
(Southern)

80 Dundas St. W.
London N6A 2P3
519-679-7110
(Southwestern)

1150 Morrison Dr., 2nd Flr.
Ottawa K2H 8S9
613-820-8305
(Eastern)

1191 Lansing Ave.
Sudbury P3A 4C4
705-560-6350
(Northern)

435 James St. S.
Thunder Bay P7C 5G6
807-475-1465
(Northwestern)

47 Sheppard Ave. E., Ste. 514
Toronto M2N 2Z8
416-224-7639
(Central)

HOUSING AUTHORITIES

Arnprior
8 McGonigal St.
Arnprior K7S 1L3
613-623-6177

South Simcoe & Barrie
5th Flr., Court House Wing
30 Poyntz St.
Barrie L4M 3P2
705-728-3894

Hastings, Prince Edward & Belleville
205 Dundas St. E.
Belleville K8N 5B3
613-968-3465

Muskoka District
95 Manitoba St.
P.O Box 539
Bracebridge P0B 1C0
705-645-9261

Brant & Brantford
Federal Bldg., Rm. 305
Brantford N3T 5M2
519-759-6100

Leeds & Brockville
58 King St. E.
Brockville K6V 1B3
613-342-2341

South Waterloo
9 Cambridge St.
Cambridge N1R 3R5
519-623-2686

Lanark County
388 Townline Mall
Carleton Place K7C 3M9
613-257-7230

Kent & Chatham
30 Raleigh St.
Chatham N7M 5R9
519-354-9592

Northumberland County
24 Covert St.
Cobourg K9A 2L6
416-372-0151

Cornwall & Area
113 Amelia St.
Cornwall K6H 3P1
613-933-2731

East Kenora District
4 Earl Ave.
Dryden P8N 1X3
807-223-3087

Timiskaming District
P.O. Box 907
Englehart P0J 1H0
705-544-2334

Essex County
360 Fairview Ave. W.
Essex N8M 1Y3
519-776-6464

Rainy River District
255 Scott St.
Fort Frances P9A 3M6
807-274-7704

Huron County
48 The Square
Goderich N7A 1M5
519-524-2637

Wellington & Guelph
214 Woolwich St.
Guelph N1H 3V7
519-824-7822

Hamilton-Wentworth
25 Main St., Ste. 701
Hamilton L8N 3V6
416-528-7901

Prescott & Russell
870 James St.
Hawkesbury K6A 2W8
613-632-8501

South Cochrane District
629 Cedar St.
Iroquois Falls 'A' P0K 1G0
705-232-6663

North Cochrane District
Model City Mall
Kapuskasing P5N 2E9
705-335-6179

West Kenora District
20 Main St. S.
Kenora P9N 1S7
807-468-5612

Bruce County
777 Queen St.
Kincardine N0G 2G0
519-396-3439

Kingston
394 King St. E.
Kingston K7K 2Y3
613-546-5591

North Waterloo
101 Hazelglen Dr.
Kitchener N2G 4G1
519-578-2860

Victoria-Haliburton
20 Sussex St. S.
Lindsay K9V 5A8
705-324-6401

Manitoulin & Espanola Area
13 Worthington Ave.
Little Current P0P 1K0
705-368-3400

London
137 Dundas St., 4th Flr.
London N6A 1E9
519-434-2765

Middlesex County
137 Dundas St., 4th Flr.
London N6A 1E9
519-434-5693

North Simcoe & Orillia
303 Midland Ave.
Midland L4R 4N9
705-526-4225

Lennox & Addington
41 Dundas St. W.
Napanee K7R 3L9
613-354-5695

East Niagara
4483 Queen St.
Niagara Falls L2E 2L4
416-354-1678

Nipissing & Parry Sound Districts
1275 Main St. W.
North Bay P1B 2W7
705-472-2441

Halton
139 Thomas St.
Oakville L6J 3A9
416-844-4261

Dufferin County
22 Mill St., Unit 5
Orangeville L9W 2M3
519-941-8221

Oshawa
50 Centre St., 5th Flr.
Rundle Tower
Oshawa L1H 3Z7
416-725-3552

Ottawa-Carleton Regional Housing Authority
220 Laurier Ave. W.
Ottawa K1P 5Z8
613-236-0331

Grey County & Owen Sound
1131-2nd Ave. E., Ste. 101
Owen Sound N4K 2J1
519-376-5744

Renfrew County & Pembroke
209 Renfrew St.
Pembroke K8A 5S2
613-735-0782

Peterborough
105 George St. N.
Peterborough K9J 3G3
705-742-0439

Lambton County
4166 Petrolia St.
Petrolia N0N 1R0
519-882-1190

Grenville & Prescott
360 Dibble St. W.
Prescott K0E 1T0
613-925-5906

Renfrew
170 Renfrew Ave. W.
Renfrew K7V 2Y6
613-432-3679

Sarnia
211 S. Eastland Bldg.
242A Indian Rd. S.
Sarnia N7T 3W4
519-344-0728

Algoma District
464 Albert St. E.
Sault Ste. Marie P6A 2S8
705-254-7166

Haldimand-Norfolk Regional
1 Oak St.
Simcoe N3Y 3J4
519-426-7792

Smiths Falls
1 Abel St.
Smiths Falls K7A 4W7
613-283-2555

North Niagara
71 King St.
St. Catharines L2R 7A7
416-682-9201

Stratford
17 Brunswick St.
Stratford N5A 3L7
519-271-5393

Perth County
413 Hibernia St.
Stratford N5A 5W2
519-273-3831

Elgin & St. Thomas
348 Talbot St.
St. Thomas N5P 3T7
519-631-4580

Sudbury District
Duncan Bldg.
Ste. 302, 96 Larch St.
Sudbury P3E 1C1
705-674-8323

Thunder Bay District
Intercity Plaza
862 Fort William Rd.
Thunder Bay P7B 3A5
807-345-3391

Timmins
2nd Flr., Ste. 2
54 Wilson Ave.
Timmins P4N 2S6
705-264-5274

Trenton
80 Division St., Ste. 16
Trenton K8V 5S5
613-394-3336

Central Niagara
266 Division St.
Welland L3B 5R5
416-734-4548

Windsor
1400 Ouellette Ave.
Windsor N8X 4T4
519-254-1681

Durham Area
218 Dundas St. E.
Whitby L1N 2H8
416-668-7757

Oxford County
510 Ingersoll Ave.
Woodstock N4S 4X9
519-539-4829

DIRECT MANAGEMENT OFFICES

York Region
159 Yonge St. S., 2nd Flr.
Aurora L4G 1M1
416-727-1354

Peel Region
1100 Dixie Plaza
Mississauga L5E 1V4
416-274-1569

METRO TORONTO HOUSING AUTHORITY HOUSING 41
1320 Yonge St., Toronto M4T 2W4
416-928-4836
Housing Registry: 928-4810; Tenant Inquiry Board: 789-7901

Metro Toronto Housing Authority administers Ontario Housing Corporation's *rent*-geared-to-income housing in Metropolitan Toronto through nine district offices listed below. Tenant applications are made to Housing Registry. Complaints should first be directed to on-site project managers. *Tenant Inquiry Board* operates a 24 hour maintenance service for after-hours maintenance problems. District offices are listed below.

232 Jamestown Cres.
Rexdale M9V 3M8
416-742-6401
(Etobicoke)

3181 Eglinton Ave. E., Unit 111
Scarborough M1J 2G9
416-261-7102
(Scarborough South)

55 Greenbrae Circuit
Scarborough M1H 1R1
416-438-0211
(Scarborough North)

2743 Victoria Park Ave.
Scarborough M1T 1A8
416-499-4510
(North York East & Scarborough West)

33 Belshaw Place
Toronto M5A 3H6
416-366-7851
(Toronto Central)

90 Parma Court
Toronto M4A 1A6
416-751-1037
(East Central & East York)

275 Shuter St., Unit 108
Toronto M5A 1W4
416-366-7768
(West Central)

30 Falstaff Ave.
Toronto M6L 2C9
416-247-5395
(York & Etobicoke Central)

12 Flemington Rd.
Toronto M6A 2N4
416-789-7581
(North York West)

MAINTENANCE ENGINEERING HOUSING 42
101 Bloor St. W.
Toronto M5S 1P8
416-965-9098

Maintenance Engineering Br advises the Ontario Housing Corporation (OHC) on maintenance matters and is responsible for the design, construction, modernization, and improvement of OHC rent-geared-to-income *buildings*.

OPERATIONAL PLANNING BR HOUSING 43
101 Bloor St. W.
Toronto M5S 1P8
416-965-9810

The Operational Planning Br performs policy development and program evaluation with respect to public *housing* management, including community relations and *tenant* placement. Also administers appointments to local *Housing Authorities* and coordinates preparation and revision of management and training *manuals* and handbooks. *Tenant Placement Section* (965-9810) coordinates policy on placement of families, *senior citizens* and persons with permanent *disabilities* who have applied for rent-geared-to-income housing. Housing is offered to applicants in greatest need when vacancies occur. Contact Housing Registry, 965-9915 to apply for rent-geared-to-income housing in Metro Toronto. Elsewhere contact local Ontario Housing Corporation office or Housing Authority; for listings see Min. of Housing, Housing Operations Br, HOUSING 40.

OPERATIONAL PLANNING BR COMMUNITY RELATIONS — HOUSING 44
101 Bloor St. W.
Toronto M5S 1P8
416-965-9724

The Community Relations Section acts as a resource to community relations workers in the field to assist with social problems as well as *recreation* for *tenant* families, senior citizens and persons with permanent disability in Ontario Housing Corporation (OHC) rent-geared-to-income housing. Also works to help residents integrate into the community. The section participates in the Ministry's *youth employment* program (965-9724).

AGENCIES

NIAGARA ESCARPMENT DEVELOPMENT CONTROL — HOUSING 45
3228 South Service Rd.
Burlington L7N 3H8
416-681-1555

The Niagara Escarpment Development Control Hearing Office in Burlington conducts hearings on *appeals* from decisions made by the *Niagara Escarpment Commission.*

ONTARIO LAND CORPORATION — HOUSING 46
60 Bloor St. W., 10th Flr.
Toronto M4W 3K7
416-965-2512

The Ontario Land Corporation (OLC) is the corporate vehicle for the Ministry's Land Development Wing, responsible for planning, financing, developing, managing and marketing all provincially-owned *land* acquired for residential, industrial and commercial development, including the new communities of Townsend in the City of Nanticoke, Region of Haldimand-Norfolk and Seaton, in the Town of Pickering within the Region of Durham.

ONTARIO MORTGAGE CORPORATION — HOUSING 47
60 Bloor St. W.
Toronto M4W 3R8
416-965-9135

The Ontario Mortgage Corporation (OMC) administers the repayment of *mortgages* and leases committed originally under various Ministry lending programs. *OMC's Real Estate Department* administers, leases and sells acquired *properties.*

MINISTRY OF INDUSTRY AND TOURISM

Hearst Block, 900 Bay St.
Toronto M7A 2E1
(Location Exceptions Noted)

The Ministry of Industry and Tourism serves to encourage the effective development of Ontario's industry, manufacturing and small business sectors; to increase their sales domestically and abroad; to search out new market opportunities; to encourage new technology; to identify key economic problems or opportunities and to assist in the development and promotion of Ontario's tourism industry.

DEPUTY MINISTER'S OFFICE

ADVERTISING AND PROMOTION SERVICES GROUP — MIT 1

416-965-4004

The Advertising & Promotion Services Group has two sections: Advertising Services and Audio-Visual Services. Advertising Services (965-3255), a resource unit, consults with ministries and agencies of the Ontario government on *advertising* matters, agency selection procedures and remuneration policies. Coordinates the *Government Information/-Communication Program* which provides information on citizen services through an advertising series in weekly newspapers. Also coordinates the *'Ontario 20'* program which places similar government information advertising in *ethnic* publications, radio and television. *Agency-of-Record Unit* coordinates the purchasing of advertising (print space and *broadcast* time) for all ministries and agencies of the Ontario government.

Audio-Visual Services provide a *photographic* library (965-5411, slides and prints), photographic coverage and darkroom facilities (965-5411), plus A/V production, consultation, screening, equipment, and support services. Also operate the 10th floor theatre (965-2523), Hearst Block. *Industry and Tourism films* are available for booking through Modern Talking Pictures (498-7290).

OFFICE OF PROCUREMENT POLICY — MIT 2

416-965-1809

The Office of Procurement Policy will monitor compliance with the government's policy to purchase from Canadian suppliers if their prices are no more than 10 per cent higher than those offered by foreign suppliers. This policy has been extended to include not only government purchases but also those made by provincially funded agencies such as school boards, hospitals, and municipalities. The Office will work with the Board of Industrial Leadership and Development, the Employment Development Fund and the Ministry's small business funding programs to develop commitments by the private sector to obtain goods and services from Canadian sources and will develop new initiatives to make public sector *purchasing* more effective. The Office will also work with the Ministry's domestic marketing staff to establish liaison with the federal government and other provincial governments with respect to major energy projects to ensure that the benefits from those projects accrue to Canadian industry.

ADMINISTRATION DIVISION

FINANCE & SYSTEMS BR MIT 3
Hearst Block
Toronto M7A 2E2
416-965-4303

The Estimates and Financial Reports Section (965-4303) coordinates multi-year plan and other related submissions. Develops internal financial information systems.

Accounts Section (965-5296) is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

Systems Development Section (965-1873) is responsible for the definition, development and documentation of the Ministry's computerized or manual information and administrative systems. It provides Ministry liaison with Government Services' Communications and Computer Services Division. For Government systems development policy and supplier's list, see Management Board of Cabinet Secretariat, Management Technology Branch.

MANAGEMENT SERVICES BR MIT 4
Hearst Block
Toronto M7A 2E2
416-965-4566

The Branch provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management and assets management. The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Branch is also responsible for office safety supervision.

AUDIT SERVICES BR MIT 5
Hearst Block
Toronto M7A 2E2
416-965-4510

The Branch is responsible for the Ministry's audit functions which include the review and appraisal of its accounting, financial, and operational controls.

PERSONNEL BR MIT 6
Hearst Block
Toronto M7A 2E2
416-965-4259

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. The Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the

Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The Branch also plans, develops and coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

COMMUNICATIONS DIVISION

COMMUNICATIONS DIVISION MIT 7
Hearst Block
Toronto M7A 2E3

The Communications Division has two branches. The *Media Relations Branch* (965-7075) provides information to the news and *travel* media, produces *Ontario Business News* and *Ontario Tourism News* and provides promotion services for visiting *industry* and *travel* writers from abroad (965-3252).

The *Creative Services Branch* (965-5466) operates an information centre/library for public inquiries on *trade, technology, tourism,* and *business* (965-3365), produces publications for the Ministry (965-5412) and develops communications programs for the Ministry (965-1989). The Library also operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

INDUSTRY DIVISION

CUSTOMER SERVICE DEREGULATION & INDUSTRY SUPPORT MIT 8
416-965-3405

The Customer Service Deregulation (965-3405) Office's objective is to become an advocate for Ontario *businesses* in their relations with other Ontario government ministries and other governments. In addition to promoting the existence of this office, its activities include opening up channels of communication between the businesses and other ministries/governments, providing input to this Ministry so its procedures may be simplified for the benefit of its clients, investigating individual company problems resulting from policies and regulations of governments.

The Industry Support Services Office (965-7972) is responsible for maintaining a centralized filing system for the Industry Division. This includes files such as company annual reports, product brochures, and any interaction between this Ministry and a company. The Office operates and controls a computerized industrial mailing list used within the Ministry as a working tool to assist Industry Division programs such as industrial development and trade marketing. It also publishes and distributes to Ontario *manufacturers* only a monthly bulletin '*The Market Place*', for the purpose of bringing to the attention of the *industry* available joint ventures, licensing arrangements, inventions, etc.

ENERGY PROJECTS GROUP MIT 9
416-965-4356

The Energy Projects Group deals with all aspects of *energy* problems and opportunities relating to Ontario's *manufacturing* and *tourism* sectors. Policy development activities include evaluating and recommending programs and policies, analyzing current and future trends to assist *industry* in *energy conservation.* Program delivery activities include ad-

ministering the *Energy Bus Program* (equipped with a computerized service to assist small and medium sized *business* in *energy conservation),* administering the federal-provincial agreement for renewable energy demonstration projects and energy conserving products, working with *industry* on *fuel* substitution, ensuring the transfer of advanced *technology* in the energy field, actively pursuing an industry energy conservation program, and assessing and supporting industrial products related to energy.

INDUSTRIAL DEVELOPMENT BR MIT 10
BUSINESS OPPORTUNITIES SECTION
Hearst Block
Toronto M7A 2E4
416-965-5491

The Business Opportunities Section assists in the development of *industrial technology* by: evaluating new materials, products and processes through contact with the *manufacturing* industry, associations and *research* institutions; assists Canadian and foreign *business investors* in arranging joint ventures, licensing agreements, and *corporation* mergers and acquisitions. Information is also available from field offices listed under this Ministry's Industry Operations Br entry, MIT 13.

INDUSTRIAL DEVELOPMENT BR MIT 11
PLANT LOCATION SECTION
Hearst Block
Toronto M7A 2E4
416-965-7199

The Plant Location Section provides a confidential consulting service to *industries* considering the establishment of new or expanded manufacturing facilities. Consultative services and publications are also available to municipalities on matters related to industrial development, industrial parks and promotion. Information is also available from field offices listed under this Ministry's Industry Operations Branch entry, MIT 13.

INDUSTRIAL DEVELOPMENT BR MIT 12
INDUSTRIAL PROMOTION SECTION
Hearst Block
Toronto M7A 2E4
416-965-0157

The Industrial Promotion Section promotes Ontario as an attractive *business investment* opportunity through a comprehensive marketing program involving *advertising,* publications and publicity promotion programs. Also provides information assistance to encourage the *film industry* to produce *films* in Ontario. Information is also available from field offices listed under this Ministry's Industry Operations Br entry, MIT 13.

INDUSTRY OPERATIONS BR MIT 13
Hearst Block
Toronto M7A 2E4
416-965-5834

Industry Operations Branch delivers the programs and services of the Ministry through its 17 offices in Ontario and its international offices (listed below). In Ontario, general *business* counselling is provided to entrepreneurs, *inventors* and those in the manufacturing *industry.* Foreign offices listed below assist business and the manufacturing industry

in developing *trade* leads and sales outlets. The Branch investigates marketing problems; assists in capital projects abroad. Organizes *trade, technology* and business opportunity missions, international trade fairs. Counsels foreign companies seeking *manufacturing investment* opportunities in Ontario. This Branch also assists *architects, engineers* and heavy equipment manufacturers in obtaining international capital projects.

FIELD OFFICES IN ONTARIO

143 Parkedale Ave.
Brockville K6V 6B2
613-342-5522
(Eastern Ontario Area)

20 Hughson St. S.
Suite 601
Hamilton L8N 2A1
416-527-3194
(Central West Ontario Area)

1055 Princess St., Ste. 308
Kingston K7L 5T3
613-546-1191
(Eastern Ontario Area)

305 King St. W., Ste. 507
Kitchener N2G 1B9
519-744-6391
(Central West Ontario Area)

195 Dufferin Ave.
Suite 607
London N6A 1K7
519-433-8105
(Southwestern Ontario Area)

Northgate Plaza
1500 Fisher St.
North Bay P1B 2H3
705-472-9660
(Northern Ontario Area)

73 Mississaga St. E., 2nd Flr.
Box 488
Orillia L3V 6K2
705-325-1363
(Central East Ontario Area)

56 Sparks St., Ste. 404
Ottawa K1P 5A9
613-566-3703
(Eastern Ontario Area)

Nor-towne Plaza
1131 Second Ave. E., Ste. 104
Owen Sound N4K 2J1
519-376-3875
(Southwestern Ontario Area)

139 George St. N.
Peterborough K9J 3G6
705-742-3495
(Eastern Ontario Area)

15 Church St., 4th Flr.
Provincial Gas Bldg.
St. Catharines L2R 3B5
416-684-2345
(Central West Ontario Area)

120 Huron St.
Sault Ste. Marie P6A 1P8
705-253-1103
(Northern Ontario Area)

199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4330
(Northern Ontario Area)

435 James St. S., 3rd Flr.
Box 5000
Thunder Bay P7C 5G6
807-475-1325
(Northern Ontario Area)

273 Third Ave., Ste. 200
Timmins P4N 1E2
705-264-5393
(Northern Ontario Area)

5 Fairview Mall Dr., Ste. 480
Willowdale M2J 2Z1
416-491-7680
(Central East Ontario Area)

250 Windsor Ave.
2nd Flr., Rm. 227
Windsor N9A 6V9
519-252-3475
(Southwestern Ontario Area)

INTERNATIONAL OFFICES

Peachtree Centre, Harris Tower
233 Peachtree St. N.E., Ste. 501
Atlanta, Georgia 30303
404-681-1524

208 South LaSalle St.
Suite 1816
Chicago, Illinois 60604
312-782-8688

717 North Harwood St., Ste. 1250
12th Flr., Diamond Shamrock Tower
Dallas, Texas 75201
214-748-0283

Bockenheimer Landstr 51/53
D6000 Frankfurt 1, Germany
611-72-09-71

Admiralty Centre, Tower II
Harcourt Road, Ste. 1303
Hong Kong
5-276421

Ontario House
Charles II St.
London, England SW1Y 4QS
930-6404

700 S. Flower St.
Suite 1420
Los Angeles, California 90017
213-622-4302

1251 Ave. of the Americas
Suite 1080
New York, New York 10020
212-247-2744

19 Ave. Montaigne
75008 Paris, France
720-61-37

World Trade Centre Bldg.
Rm. 1219
4-1 Hamamatsu-cho 2-chome
Minato-ku Tokyo 105, Japan
3-436-4355

ONTARIO HOUSE
Charles II St.
London, England SW1Y 4QS
930-6404

MIT 14

Ontario House is part of this Ministry's Industry Operations Branch. The Agent General, Ontario House, is responsible for representational and other activities in Britain and Ireland on behalf of all Ontario government ministries. In addition to performing the functions as described under the Industry Operations Branch entry, this office promotes Ontario *tourism,* assists Ontario *manufacturers* seeking technical and professional *manpower* not available from Canadian sources and provides the public business groups and the media with information on Ontario. This Office is involved in the development of *agricultural* opportunities in Europe and acts as a *cultural* representative of Ontario.

SMALL BUSINESS DEVELOPMENT BR MIT 15
SELECTIVE PLACEMENT SECTION
Hearst Block
Toronto M7A 2E4
416-965-5331

The Selective Placement Section provides professional and skilled *manpower* counselling to Ontario *business* and in cooperation with Canada Employment & Immigration, overseas recruitment assistance to Ontario *employers*. Also provides information about *apprenticeship* and industrial training to Ontario employers. Contact regional offices listed under this Ministry's Industry Operations Br entry, MIT 13.

SMALL BUSINESS DEVELOPMENT BR MIT 16
ADVISORY SERVICES SECTION
Hearst Block
Toronto M7A 2E4
416-965-5494

The Advisory Services Section provides consulting services to small *business* on marketing, financial management and planning, entrepreneurship, physical distribution management and business planning. Assists those starting a business with entrepreneurial consulting, the 'Starting a Small Business' book and *'Starting a Business'* seminars. *Promotional Aids Marketing Program* (PAMP) provides *financial assistance* and marketing help in the design of packaging, instructional material, literature and sales brochures for new or innovative products that small Canadian-owned, Ontario companies are *manufacturing*. The *Small Business Management Development Program* provides management consulting to small business retail and service sectors through private sector consultants. Regional offices are listed under this Ministry's Industry Operations Br entry, MIT 13.

SMALL BUSINESS DEVELOPMENT BR MIT 17
ASSISTANCE PROGRAMS
Hearst Block
Toronto M7A 2E4
416-965-0410

The *Small Business Industry Technology Program* (SBITP) gives *grants* to small *manufacturing* companies to develop new or improved products or processes using new *technology*. The *Product Development Management Program* (PDMP) provides *grants* to small *manufacturing businesses* to strengthen product development. The *Technological Assessment and Planning Program* (TAP) provides *grants* for small *manufacturing* businesses to have *technological* assessment and planning for a new product. The *Program to Encourage Product and Process Innovation* (PEPPI) aids *inventors* or entrepreneurs in building a prototype of an invention to prove feasibility. Provides *counselling* in industrial *engineering* and information on patents and how to conduct a patent search. Contact regional offices listed under this Ministry's Industry Operations Br entry, MIT 13.

SMALL BUSINESS DEVELOPMENT BR MIT 18
CONSULTING
Hearst Block
Toronto M7A 2E4
416-965-9380

Provides *grants* to business schools at Ontario *universities* to permit the employment of their students in providing consultant services to small *business* during the summer vacation. Contact regional offices listed under this Ministry's Industry Operations Br entry, MIT 13.

TRADE DEVELOPMENT BR MIT 19
416-965-5715 (International)
416-965-3560 (Domestic)

International Marketing Section (965-5715) is responsible for counselling, guiding and assisting Ontario based *businesses* on *export* matters with particular attention to those capable of exploiting fully the trade opportunities in world markets; and delivers the external marketing programs of the Ministry. This involves aiding Ontario companies and industry associations to attend and to sell their products/services at a large number of major *international trade* events, and to participate in a wide range of global trade missions, as well as arranging for the visits to Ontario of foreign trade delegations and individual businessmen. Also represents the export interest of Ontario *manufacturers* in Ottawa and at most major international trade events, and provides speakers on international trade matters to interested groups. Two booklets 'Export'80' a Trade Action Plan for Ontario and 'Exporting Made Easier' are available upon request (965-5701).

Domestic Marketing Section (965-3560) is responsible for the Ontario Government's import replacement activities such as *Manufacturing Opportunity Shows* both in the province and across Canada. Programs are developed on a sector by sector basis, e.g., health care products and products in the energy field. Also responsible for the Provincial buy Canadian programs and activities. Also assists *manufacturers* looking for agents and distributors both in the province and across the country. A Directory of Agents and Distributors in Ontario will be published in 1981.

Branch services are delivered from Queen's Park and the Ministry's international and domestic field offices listed under the Industry Operations Br entry, MIT 13.

POLICY AND PRIORITIES DIVISION

INDUSTRY AND TRADE ANALYSIS BR MIT 20
Hearst Block
Toronto M7A 2E6
416-965-7119

Industry Policy Section (965-4348) analyzes major *industrial* policy issues, conducts analysis studies, and develops policy recommendations on major industrial policy matters.

Market Research Section (965-4347) collects and analyzes international and domestic market data to assist expansion and diversification of the Ontario *manufacturing* industry. Provides *statistics* and market data to industrial development and marketing officers and to the business community. Provides names of manufacturers of unusual or hard to

find products. Publishes *'Ontario Exports and Imports by Countries, Commodities and Industries'*, *'Statistical Profiles of Ontario Manufacturing Industries'*, and *'Ontario Subsidiaries of Foreign Manufacturing Companies'*.

The *FIRA* Section (965-5711) evaluates *foreign investment* acquisition and new business proposals and coordinates input from other Ministries. Develops and conveys the official position of the Ontario Government to the *Foreign Investment Review Agency*. Provides assistance to foreign investors with their applications and helps them through the process. Monitors Canadian foreign investment legislation and represents the Province in this area.

INDUSTRY SECTOR POLICY BR MIT 21
Hearst Block
Toronto M7A 2E6
416-965-5711

Develops policy proposals for governmental consideration relating to the problems, needs and opportunities of *industry* on a sector basis. Develops analyses on a sector basis for the information of government officials and the business community.

PROGRAM PLANNING AND ANALYSIS BR MIT 22
Hearst Block
Toronto M7A 2E6
416-965-4011

Assists offices of the Minister, Deputy Minister and Ministry Policy Committee. Provides: strategic planning for development of *industry*, *trade* and *tourism* in Ontario; program evaluation procedures and Ministry management process development. Coordinates special projects and *research* into issues that the Ministry may be involved with in the future.

METRIC & STANDARDS SECRETARIAT MIT 23
416-965-6513

The *Metric & Standards Secretariat* (965-6513) provides information and coordination services to Ontario government ministries and agencies in their *metric conversion* and *standards* activities. Provides central resource file on all aspects of metric conversion. Provides Ontario government position on metric conversion and standards in interprovincial and federal-provincial committees. Provides secretarial resources for interministerial metric conversion committees and task forces.

TOURISM DIVISION

TOURISM DEVELOPMENT BR MIT 24
Hearst Block
Toronto M7A 2E5
416-965-4255

The Branch contributes to sound growth of *tourism* with programs designed to help existing and potential tourist facilities operators and investors through two functions: industry improvement and planning. The industry improvement function provides technical and *business* counselling to *investors* and entrepreneurs; provides information on *financial assistance* by the Ontario Development Corporations; prepares planning and manage-

ment *manuals* (e.g., operation of ski and other resorts, camps, marinas) (965-4255). Planning involves the preparation and publicity of *research* studies (965-7846) to identify potential *investment* and development opportunities of interest to the private sector.

TOURISM MARKETING BR MIT 25
Hearst Block
Toronto M7A 2E5
416-965-5764

The Branch promotes Ontario *tourism* and use of Ontario facilities for sales meetings and conventions. Tourism marketing, geared to the individual tourist and the travel trade, is conducted in domestic and international markets. Activities include mass *advertising* and promotion in the media; programs to expand sales of Ontario tours, packages and facilities by travel agents and operators; *travel* counselling; special promotions and on-going counsellor training; distribution of Ministry-produced travel *films*. The *Tourism Market Analysis Section* (965-5725) maintains a tourism data base and related information service for the industry and provides tourism *research* to support and direct Ministry activities. For conventions and sales meetings, call collect 965-4354; for travel trade information, agents and operators can call collect 965-9991.

TOURISM MARKETING BR ONTARIO TRAVEL INFORMATION MIT 26
416-965-4008
416-965-3448 (French Inquiries)
(Collect calls accepted)

Ontario Travel Information accepts collect calls (965-3448 for calls in French). Provides Ontario *travel* counselling to the public. Supplies information and publications on tourist attractions, *accommodations, campgrounds* and *parks* (including *hiking* trails, *canoe* outfitters), events, *festivals, exhibitions* and package *tours, hunting, fishing, boating, skiing* and other winter activities. Distributes road and tourist *maps*. Reports on up-to-date ski and winter *road* conditions, *campground* vacancies and areas where autumn scenery can be enjoyed. Operates eight travel information centres year-round, twelve seasonal travel centres open from mid-May to mid-September, and 18 centres in *service centres* along Highway 401 open in July and August. All border crossing centres provide currency exchange. The travel centres are listed below.

OPEN ALL YEAR

Highway 400 Northbound
Barrie
Barrie
705-726-0932

Brookdale Ave. at
Seaway International Bridge
Cornwall
613-933-2420

283 Church St.
2 Blocks east of
International Bridge
Fort Frances
807-274-3259

5629 Falls Ave.
Across from Rainbow Bridge
Niagara Falls
416-358-3221

Blue Water Bridge
Sarnia
519-344-7403

120 Huron St. at
International Bridge
Sault Ste. Marie
705-253-8872

Toronto Eaton Centre
220 Yonge St.
Toronto
416-965-4008

110 Park St. E.
to right of Windsor/
Detroit tunnel
Windsor
519-252-8368

OPEN MID-MAY TO MID-SEPT.

Goderich St. opposite Walnut
near Peace Bridge Exit
Fort Erie
416-871-3505

Perley Interprovincial Bridge
Exit
Hawkesbury
613-632-3856

Highway 417
Hawkesbury East
613-674-2000

Highway 137 at 1000 Islands
Bridge Exit
Hill Island
613-659-2108

Highway 17, west of Kenora
Kenora
807-468-6933

Highway 401 and
Highway 2, east of Lancaster
Lancaster
613-347-3498

56 Sparks St.
Ste. 404
Ottawa
613-566-3703

International Bridge Exit
Pigeon River
807-964-2201

Prescott-Ogdensburg Bridge Exit
Prescott
613-925-3343

International Bridge Exit
Rainy River
807-852-4449

Garden City Skyway on
Queen Elizabeth Way
St. Catharines
416-634-2561

1235 Huron Line, east of
Ambassador Bridge Exit
Windsor
519-252-7612

TOURISM OPERATIONS BR MIT 27
Hearst Block
Toronto M7A 2E5
416-965-3475

Tourism Operations Branch has *tourism* industry consultants throughout Ontario. Field staff provide consulting services on all phases of the tourism industry to existing or potential owners/operators of tourism establishments. They also work with *municipal* officials on tourism matters and assist local tourism organizations to expand their programming. The Branch manages the *Ontario Travel Association Program* and assists with the implementation of various tourism programs. *Licences* are issued to certain tourist accommodation establishments that are not licenced by the Liquor Licence Board. The Branch coordinates the Ministry's *youth employment* program. There are 19 Ministry field offices in the Province, listed below.

143 Parkedale Ave.
Brockville K6V 6B2
613-342-5522

283 Church St.
Fort Frances P9A 3N1
807-274-3259

114 Main St. E.
Huntsville P0A 1K0
705-789-4448

808 Robertson St.
Kenora P9N 3X9
807-468-6481

1055 Princess St., Ste. 308
Kingston K7L 5T3
613-546-1191

305 King St. W.
Kitchener N2G 1B9
519-744-6391

195 Dufferin St.
London N6A 1K7
519-433-8105

1500 Fisher St.
Northgate Plaza
North Bay P1B 2H3
705-472-9660

73 Mississaga St. E.
Orillia L3V 6K2
705-325-1363

56 Sparks St., Ste. 404
Ottawa K1P 5A9
613-566-3703

1131 Second Ave. E., Ste. 104
Nor-Towne Plaza
Owen Sound N4K 2J1
519-376-3875

139 George St. N.
Peterborough K9J 3G6
705-742-3459

15 Church St., Ste. 401
St. Catharines L2R 3B5
416-684-2345

120 Huron St.
Sault Ste. Marie P6A 1P8
705-253-1103

199 Larch St., 4th Flr.
Sudbury P3E 5P7
705-675-4330

435 James St. S.
Thunder Bay P7C 5G6
807-475-1325

273 Third Ave., Ste. 200
Timmins P4N 1E2
705-264-5393

5 Fairview Mall Dr., Ste. 480
Willowdale M2J 2Z1
416-491-7680

250 Windsor Ave.
Windsor N9A 6V9
519-252-3475

AGENCIES

DEVELOPMENT CORPORATIONS

MIT 28

1200 Bay St.
Toronto M7A 2E7
416-956-4622

The *Ontario Development Corporation* (ODC), *Eastern Ontario Development Corporation* (EODC), and *Northern Ontario Development Corporation* (NODC) assist in and encourage the development and diversification of Ontario *industry* by providing:

financial assistance through bank guarantees, term *loans,* and incentive loans; sites, facilities, and services in two industrial parks; technical, *business,* and financial information and advice. *Tourism* operations, secondary *manufacturing* industries and selected service industries may avail themselves of this service. Financial assistance is available for establishing new operations, introducing new products and technology, financing *exports,* purchasing and installing *pollution* control and *energy* conservation equipment. Contact the Corporation's head office or the appropriate field office listed below.

ONTARIO DEVELOPMENT CORPORATION

20 Hughson St. S.
Ste. 601
Hamilton L8N 2A1
416-527-3010

305 King St. W.
Ste. 507
Kitchener N2G 1B9
519-744-1991

195 Dufferin Ave.
Ste. 607
London N6A 1K7
519-433-2871

73 Mississaga St. E.
P.O. Box 746
Orillia L3V 6K7
705-325-5553

5 Fairview Mall Dr.
Ste. 480
Toronto M2J 2Z1
416-491-7996

EASTERN ONTARIO DEVELOPMENT CORPORATION

1055 Princess St.
Ste. 308
Kingston K7L 5T3
613-546-3101

56 Sparks St.
Ste. 404
Ottawa K1P 5A9
613-566-3707

NORTHERN ONTARIO DEVELOPMENT CORPORATION

435 James St.
Thunder Bay P7C 5G6
807-475-1671

273 Third Ave.
Timmins P4N 1E2
705-264-1323

199 Larch St.
4th Flr.
Sudbury P3E 5P9
705-675-4333

ONTARIO PLACE CORPORATION MIT 29
955 Lakeshore Blvd. W.
Toronto M6K 3B9
416-965-7711

Ontario Place Corporation operates a 96 acre cultural, entertainment and *recreation* complex on three man-made islands on Lake Ontario in Toronto including *exhibition* pavilions, the Forum, band shell, *theatres,* the giant screen cinesphere, live entertainment, restaurants, snack bars, boutiques, a *marina,* pedal boats, bumper boats, boat *tours,* the Canadian destroyer *HMCS Haida,* mini-golf, land rides, picnic areas, a theme pavilion 'Ontario North Now', and a children's village with a water play area and play apparatus including a 370-ft. four-flumed waterslide. Ontario Place arranges banquets, receptions all year, shows *films* for conventions and other groups of residents or tourists. Open daily mid-May to mid-September (10 a.m. to 1 a.m. Monday through Saturday; 10 a.m. to 10

p.m. Sunday). All major attractions are free with admission (no admission charge for senior citizens). Contact Ontario Place Corporation at the above address.

ONTARIO RESEARCH FOUNDATION MIT 30
Sheridan Park
Mississauga L5K 1B3
416-822-4111

The Ontario Research Foundation provides Canadian industry, consultants and government with a broad range of *research* and development and *technological* services through non-profit, contract *industrial* research. All work undertaken for clients is confidential and paid for by the client. The multi-disciplinary, independent *laboratory* facilities of Ontario Research Foundation are used by over 1,700 companies each year for projects ranging from short-term feasibility studies through *manufacturing* product and process development to long-range *scientific* and *engineering* investigation.

ONTARIO INTERNATIONAL CORPORATION MIT 31
Hearst Block, 900 Bay St.
Toronto M7A 2E4
416-965-3039

The Ontario International Corporation has a threefold mandate: first, to assemble all pertinent expertise from ministries and agencies and then market it to the international sector; second, to help coordinate consulting and technical packages with appropriate *businesses* from the private sector; and third, to act as a government-to-government contact in foreign markets for Ontario consortia interested in off-shore prospects or joint ventures. The OIC is not a funding agency but it provides contacts, screens projects for their practicability and does preliminary risk analysis. It assists in bringing influential officials from developing countries to Ontario to see the potential of Ontario firms and it assists in introducing Ontario entrepreneurs to foreign clients.

MINAKI LODGE RESORT LIMITED MIT 32
55 Bloor St. W., Ste. 817
Toronto M4W 1A5
416-965-5334

Minaki Lodge Resort Limited is wholly owned by the Northern Ontario Development Corporation. Cabinet has authorized the completion of this resort facility.

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Mowat Block, Queen's Park
Toronto M7A 1B9
(Location Exceptions Noted)

The Ministry of Intergovernmental Affairs is the province's chief contact with Ontario local governments. It is responsible for relations with the federal government, other provinces and external governments and agencies. It plays an integral part, along with the Premier's Office, in the formulation and discussion of the Canadian constitution.

DEPUTY MINISTER'S OFFICE

GOVERNMENT COORDINATOR FRENCH LANGUAGE SERVICES — MIA 1
416-965-3865

The Government Coordinator of French Language Services implements the government's policy on French language services (the provision of such services to the *Franco-Ontarian* public). The Branch provides related information and advice to other Ontario government ministries, the media and the public. Its public information program, *Renseignements-Ontario,* provides information in French on government services. Directed to the entire francophone population of Ontario, it can be reached by calling 1-800-268-7507 from any point in the province. (Area code 807 call collect 416-965-3865.)

LEGAL SERVICE — MIA 2
416-965-6926

Provides legal services for the Ministry of Intergovernmental Affairs, the *Niagara Escarpment Commission* and the *Ministry of Northern Affairs,* including the *Ontario Northland Transportation Commission.* It counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It is responsible to the Attorney General's Office.

OFFICE OF PROTOCOL — MIA 3
416-965-1215

The Office of Protocol answers inquiries from other branches, agencies and the public about *protocol* procedures and social etiquette. Coordinates VIP visits and arranges official Ontario *ceremonies,* conferences and special events (965-0411) such as the 'At Queen's Park' *art exhibitions* at the *Macdonald Gallery.* A government *hospitality fund* (965-5480) provides resources to host hospitality functions (e.g., luncheons, dinners, receptions) where the government officially welcomes visitors from outside Ontario who attend national or international events. Requests for assistance should be in writing to: The Minister of Intergovernmental Affairs, Queen's Park, Toronto, M7A 1B8.

PLANNING & COORDINATION GROUP — MIA 4
416-965-5514

Planning & Coordination Group provides internal policy and administrative support to the Ministry including long range policy planning, liaison with Cabinet committees and other ministries, preparation of annual estimates, monitoring of expenditures and human resources development policy. It coordinates the affirmative action program for this Min-

istry to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women. The Group also operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry. The Group also houses an information office (965-4706) which provides general inquiry and information services for the Ministry.

OFFICE OF INTERGOVERNMENTAL AFFAIRS

EXTERNAL ACTIVITIES COORDINATION SECRETARIAT — MIA 5
416-965-3356

External Activities Coordination Secretariat provides policy advice on Ontario's participation in Canada's *international* relations. Coordinates such activities as Ontario participation in international conferences and programs, assessment of *treaties* and agreements, provision of international *disasters* assistance and analysis of information from Canadian embassies and international organizations. Provides *federal-provincial* liaison between the Ontario government and the federal *Department of External Affairs.*

FEDERAL-PROVINCIAL & INTERPROVINCIAL AFFAIRS — MIA 6
416-965-2927

Federal-Provincial & Interprovincial Affairs Secretariat provides policy advice on Ontario's participation in *federal-provincial* and *interprovincial* relations. Assesses current *constitutional* issues in *confederation* including such matters as the distribution of powers. Identifies the effect of policy and program initiatives on Ontario's relations within confederation. Makes recommendations to ministries on specific federal-provincial or interprovincial issues. Through the Ontario-Quebec Permanent Commission (OQPC) promotes educational, public administration and cultural exchanges with Quebec by governments, individuals; groups, schools and organizations.

ONTARIO-QUEBEC PERMANENT COMMISSION — MIA 7
416-965-2927

Ontario-Quebec Permanent Commission (OQPC) promotes and stimulates *cultural* and *educational exchanges* between governments, individuals, groups, schools and organizations in Ontario and *Quebec* to foster understanding and cooperation between residents of the two provinces. The OQPC does not fund or operate programs directly but encourages Ontario and Quebec ministries responsible for such areas as education and cultural affairs to provide joint support. Also coordinates exchanges between Ontario and Quebec civil servants to permit sharing of views and experiences on common problems of public administration.

ASSISTANT DEPUTY MINISTER MUNICIPAL AFFAIRS

LOCAL GOVERNMENT ORGANIZATION BR — MIA 8
416-965-6934

Local Government Organization Br goals are to evaluate the responsibilities of Ontario's systems of local government *(municipalities)* and identify the range of functions and organizational structures which will strengthen the capacity of the local governments to inter-

pret the needs and aspirations of local communities, identify issues, and determine priorities and be accountable for them.

MUNICIPAL FINANCE BR MIA 9
416-965-1671

Municipal Finance Branch studies and recommends changes in *municipal* finance policy and transfer payments policy, including unconditional *grants;* carries out *research on* developments in financial performance of Ontario's local governments; publishes annual report on Ontario local government finance; studies and proposes amendments to legislation concerning municipal finance.

PROVINCIAL MUNICIPAL AFFAIRS SECRETARIAT MIA 10
416-965-6989

Provincial Municipal Affairs Secretariat assesses and provides advice on *provincial-municipal* relations and programs. Maintains relations with municipal groups such as *Municipal Liaison Committee* (MLC), *Assoc. of Municipalities of Ontario* (AMC), *Assoc. of Counties and Regions of Ontario* (ACRO), *Rural Ontario Municipal Association* (ROMA) and *Federation of Canadian Municipalities* (FCM). Organizes provincial-municipal and tri-level *intergovernmental* consultation and conferences on joint programs of the federal, provincial and municipal governments. Publishes the *Municipal Directory* annually, detailing lists of counties, districts, cities, towns, townships, etc. in Ontario, with names and addresses of key officials, population figures, etc.; and *'Background'*, a weekly newsletter outlining legislation, publications and provincial projects of interest to business, municipalities, etc. Also acts as a central registry for all municipal resolutions.

SUBSIDIES BR MIA 11
56 Wellesley St. W.
Toronto M7A 2R8
416-965-4301

Subsidies Br administers provincial and *federal-provincial subsidy* programs under which *grants* and *loans* are made to *municipalities* and individuals.

Subsidies to municipalities include *financial assistance* for damage due to Great *Lakes* high water levels and for declared *disasters* (965-3917), payment of *tax* or grants-in-lieu of business tax and real property tax on provincially owned *properties* (965-2428), subsidies for hiring *students,* e.g., *Involvement in Municipal Administration* (IMA) (965-3500), *Ontario Municipal Training Program* (965-3500), and unconditional resource equalization, support and per capita *grants* for *tax* relief for property owners (965-1667).

Subsidies to individuals or private *employers* include aid for summer *employment,* e.g., *Ontario Youth Employment Program* (OYEP) (in Toronto 965-0570 or toll free 1-800-268-7592), property taxation relief for owners of productive *farm* land (965-7994) and managed *forests* (965-7994), and *loans* to owners of shoreline property, (965-3500), to repair or prevent damage from *erosion* or storms; recovery of payment of tax credits to elderly *(senior citizen) house* owners (965-3500).

Information on these subsidy programs can also be obtained from this Ministry's field services offices (see list under Field Services Br, MIA 12).

MUNICIPAL OPERATIONS DIVISION

FIELD SERVICES BR MIA 12
416-965-1495

Field Services Br operates a network of Field Services Offices in Ontario to advise and assist municipalities, the public, other government ministries and agencies on all aspects of local government. Coordinates Ministry relationships with *municipalities*. Identifies and initiates action in cases of municipal difficulty. Advice is provided through review of municipal financial statements, dissemination of information on existing programs, and as specifically requested. Contact Field Service Offices listed below.

Mowat Block, 3rd Flr.
Queen's Park, Toronto
416-965-1495

150 Main St.
Cambridge N1R 1W1
519-622-1500
(Oxford, Brant, Waterloo, Hald-Norfolk, Hamilton-Wentworth, Niagara, Halton, Peel

30 Edinburgh Road North
Guelph N1H 7J1
519-836-2531
(Bruce, Grey, Wellington)

1055 Princess St.
Kingston K7L 5T3
613-546-3103
(Prince Edward, Hastings, Lennox & Addington, Frontenac, Leeds & Grenville)

495 Richmond St.
London N6A 5A9
519-438-7255
(Huron, Perth, Middlesex Elgin, Kent, Lambton, Essex)

347 Sherbrooke St.
North Bay P1B 2C1
705-476-4300
Parry Sound, Nipissing, Timiskaming)

15B Matchedash St. N.
Orillia L3V 4T4
705-325-6144
(Simcoe, Haliburton, York, Muskoka & Dufferin)

74 Simcoe St. S.
Oshawa L1H 7V5
416-571-1515
(Northumberland, Victoria, Peterborough, Durham)

244 Rideau St.
Ottawa K1N 5T3
613-566-3711
(Renfrew, Lanark, Prescott & Russell, Stormont, Dundas & Glengarry, Ottawa-Carleton,

199 Larch St., 5th Flr.
Sudbury P3E 1C4
705-675-4343
(Cochrane, Algoma, Manitoulin, Sudbury)

435 James St. W.
P. O. Box 5000
Thunder Bay P7C 5G6
807-475-1621
(Thunder Bay, Kenora, Rainy River)

MUNICIPAL ADMINISTRATION BR MIA 13
416-965-3514

Municipal Administration Br develops and promotes effective administrative and man-

agement practices by local governments *(municipalities)*. Undertakes *research* to develop improved administrative, organizational, and *personnel* policies and practices in local government; prepares guidelines, standards, and reference material for local governments on administrative structures, processes and procedures. Provides advice and support to local governments and municipal associations on municipal organization, administration and the *French language services* program.

MUNICIPAL BUDGETS & ACCOUNTS BR MIA 14
416-965-2265

Municipal Budgets & Accounts Br goals are to improve management of municipal finance by local government *(municipalities);* to provide municipal financial management expertise to other government offices; to oversee the municipal *auditing* function. Activities include improving municipal financial reporting, developing internal performance measures for municipalities, issuing bulletins and other publications on financial practices, developing a comprehensive financial procedures reference *manual* for municipalities and auditors, providing other government offices with qualified resources and information. In addition, the Branch is responsible for ensuring that a large databank of financial information be developed and made available. The Branch also issues *licences* to municipal auditors and oversees municipal audits; monitors legislation, policies, procedures and programs relating to municipal financial administration and is involved with associated education programs.

MUNICIPAL BOUNDARIES SECRETARIAT MIA 15
416-965-1495

The Secretariat's purpose is to resolve boundaries disputes and other disputes between two or more *municipalities* (e.g., in cases of municipal annexations or amalgamations).

MINISTRY OF LABOUR

400 University Ave.
Toronto M7A 1T7
(Location Exceptions Noted)

The Ministry of Labour aims to advance the well-being of employees and employers by promoting the productive use of labour. Its programs are concerned with rights and responsibilities of the individual worker, rights and obligations of management and labour unions, ensuring health and safety in the workplace and improvement of the status of women in the work force. The Ontario Human Rights Commission and Workmen's Compensation Board report to the Legislature through the Minister of Labour.

DEPUTY MINISTER'S OFFICE

AFFIRMATIVE ACTION PROGRAM LABOUR 1
416-965-1828

The Affirmative Action Program Manager plans, develops and coordinates the affirmative action program to improve the status of the Ministry's female employees with the ultimate aim of ensuring equal opportunity for women. The Women Crown Employees Office, described below, is responsible for the coordination of the affirmative action program for the government as a whole, while the Women's Bureau, also described below, deals with the status of non government female employees.

LEGAL BR LABOUR 2
416-965-6625

Legal Br counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Branch is responsible to the Attorney General's Office.

ONTARIO QUALITY OF WORKING LIFE CENTRE LABOUR 3
416-965-5958

The Quality of Working Life (QWL) embodies a concept with interlocking goals: greater self-fulfilment of *employees* and better performance of an organization for the benefit of the employees, the unions and the employers. The Centre assists in establishing joint labour-management QWL projects in specific organizations and communities; helps to provide training of individuals and organizations in QWL approaches; undertakes information and *research* activities, promotes a community interest in QWL concepts and will publish a newsletter on QWL developments.

WOMEN CROWN EMPLOYEES OFFICE LABOUR 4
416-965-0564

The Women Crown Employees Office is responsible for the development and coordination of the Affirmative Action Program for *women* Crown *employees*. It monitors and evaluates the program and conducts *research* about *affirmative action* in the public sector. It also provides information about the government's own affirmative action program, the objective of which is to raise the level and diversify the occupational distribution of women. The program's long-term goal is to ensure equal opportunity for women in the

Ontario public service. The program operates under a Management Board of Cabinet directive which calls for a special initiative to accelerate improvement in the status of women Crown employees. The Office also provides advice to ministries and agencies through their affirmative action program managers.

WOMEN'S BUREAU LABOUR 5
416-965-1537
Resource Centre 416-965-9500

The Women's Bureau is an information service and resource centre for people interested in the employment status of *women* in Ontario. Provides advice to employers in the private sector who wish to implement equal opportunity programs for full utilization of women employees. Advises government on women's issues; provides *labour legislation* information through speakers and publications. Conducts *research* on the status of women in Ontario's labour force; provides consultative service on employment *counselling.* Although individual counselling is not available, the Bureau can refer people to appropriate sources. Provides outreach program to serve low-income, *immigrant* and *Native* women. Operates a Resource Centre open to the public for research purposes and a *film* lending *library* for the use of educational institutions, employers and community groups.

PROGRAM ANALYSIS AND IMPLEMENTATION

EMPLOYMENT STANDARDS BR LABOUR 6
400 University Ave.
Toronto M7A 1V2
416-965-5251

In administering the *Employment Standards Act,* the Branch develops and enforces minimum standards of *employment* such as minimum *wage,* overtime *pay,* vacation pay, public *holidays,* pregnancy leave, equal pay for equal work, notice of termination of employment, equal benefits, hours of work, and the collection of unpaid wages.

The Branch issues *permits* and/or approvals authorizing: hours of work in excess of the statutory limitations, the averaging of hours for the purpose of overtime wages, work to be done by employees in a private residence, compressed work week schedules, and paying *handicapped employees* less than the minimum wage.

The Act also covers agricultural or farm workers who harvest fruit, vegetable or tobacco crops. The *Agricultural Advisory Committee* appointed by the Minister of Labour assists the government in determining the appropriate level of standards to apply to this sector of the agricultural industry.

The Branch administers the *Employment Adjustment Service* which provides consulting services to employers and employees on termination of *employment* legislation and on adjustment programs available in situations of mass terminations of employment.

The *Industrial Standards Act* provides a means whereby employees and employers may jointly request a schedule of working conditions for their particular industry. When the schedule has been prepared and accepted by both groups and has been approved by the Ministry, the schedule becomes the standard for that industry or trade in a designated zone. Any properly defined industry may take advantage of the legislation; it is now being utilized by the garment and fur industries and some of the construction trades.

The *Fair Wage Schedule* on government contracts ensures that employees working on government projects in the construction, building cleaning and security industries receive fair labour rates, and protects contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects, a government ministry must obtain from the Employment Standards Branch the minimum wage rates for each job classification and the maximum hours of work. The schedules are administered by the Administrator of Fair Wages.

The *Employment Agencies Act* provides for the *licensing* and regulation of employment agencies in Ontario and is administered by the Supervisor of Employment Agencies (965-0631).

For information on any of the programs of the the Branch contact one of the following offices in the province:

1 West Ave. S.
Hamilton L8N 2R9
416-527-2951
(Toll free: 1-800-263-6906)

808 Robertson St.
Kenora P9N 1X9
807-468-3128
(Toll free: 1-800-465-7794)

1055 Princess Street
Kingston K7L 1H3
613-542-2853
(Toll free: 1-800-267-0915)

824 King St. W.
Kitchener N2G 1G1
519-744-8101
(Toll free: 1-800-265-8723)

205 Oxford St. E., 2nd Flr.
London N6A 5G6
519-439-3231
(Toll free: 1-800-265-4707)

2197 Riverside Dr.
Ottawa K1H 7X3
613-523-7530
(Toll free: 1-800-267-1916)

390 Bay St.
Sault St. Marie P6A 1X2
705-949-3331

205 King St.
St. Catharines L2R 3J5
416-682-7261

199 Larch St.
Sudbury P3C 5P9
705-675-4455
(Toll free: 1-800-461-4000)

435 James St. S.
Thunder Bay P7E 6E3
807-475-1691

400 University Ave., 3rd Flr.
Toronto M7A 1V2
416-965-5251
(Toll free: 1-800-268-9001)

47 Sheppard Ave. E., Ste. 216
Willowdale M2N 5X5
416-224-2286

500 Ouellette Ave.
Windsor N9A 1B3
519-256-8278
(Toll free: 1-800-265-1333)

HANDICAPPED EMPLOYMENT PROGRAM LABOUR 7
416-965-2321

The Program works to improve private sector *employment* opportunities for the physically *handicapped* through *affirmative action* with employers and encouragement of self-employment. Provides a link between employers, trade unions, handicapped persons,

special interest groups, voluntary programs, social agencies, related government programs, educators and allied health professionals. Provides a clearing house for information relating to employment of the physically handicapped, engages in public education to overcome barriers to equal opportunity and advises handicapped persons seeking employment or promotion. Advises government on policy and *legislation* affecting employment of the handicapped.

RESEARCH BR LABOUR 8
416-965-6101

The Branch provides information on *labour relations,* labour *statistics,* minimum *wage,* fair wage, *employment* standards, lay-offs and *collective bargaining* agreements. Provides the Ministry with internal policy analysis. Collects, analyzes and maintains a *library* on Ontario collective bargaining agreements (965-6886). Maintains a *library* containing other labour related material (965-1641). The library operates the Ministry *reading room* which provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

ADMINISTRATION DIVISION

ADMINISTRATIVE OPERATIONS BR LABOUR 9
434 University Ave.
Toronto M5G 1R6
416-965-6115

Provides the Ministry with purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. Administrative Operations is also responsible for office safety supervision.

The Branch also operates an information centre on the main floor of the Ministry's offices at 400 University Avenue, Toronto (965-9500) that provides general information service on, and referrals to, Ministry programs.

AUDIT SERVICES LABOUR 10
416-965-4137

Audit Services is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

FINANCE BR LABOUR 11
416-965-4148

Finance Br is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

INFORMATION SERVICES BR LABOUR 12
416-965-7941

The Information Services Branch informs the public, client groups and the media about

the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison and producing and distributing publications, news releases and audio-visual materials.

PERSONNEL BR LABOUR 13
416-965-6121

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

The Branch is also involved with the Ministry's summer *youth employment* program, *Students in Training Industrial Relations* (STIR). The Ministry hires senior university and community college *students* and places them with sponsoring organizations, i.e., companies, unions, law and consulting firms, to give them practical exposure in the *industrial* relations field.

SYSTEMS AND ADP BR LABOUR 14
416-965-4165

The Systems and ADP Branch provides a complete range of systems development support to all areas in the Ministry. This includes manual systems, word processing and computer applications wherever appropriate. Project management includes feasibility studies, cost/benefit analysis, systems design, implementation, data entry, quality control, maintenance and ongoing scheduling and processing of all operational systems which support program managers.

OCCUPATIONAL HEALTH AND SAFETY DIVISION

CONSTRUCTION HEALTH AND SAFETY BR LABOUR 15
416-965-7161

The Branch is responsible for establishing and maintaining *safety* standards and procedures, designed to minimize the economic and social losses to workers arising from accidents on *construction* sites across the Province.

The Branch administers and enforces the provisions of The *Occupational Health and Safety Act,* 1978 and Ontario Regulation 659/79 made thereunder. The Act encompasses regulations for the *health* and safety of *employees* in the construction industry, including work on *buildings,* streets, sewers, water mains, underground work and work done using compressed air. The Branch periodically inspects construction sites and investigates complaints, refusals to perform unsafe work, *accidents* and fatalities. A serious contravention of the Act is usually prosecuted.

The professional engineering staff provide expertise to construction safety managers and officers within the Branch, to labour-management groups, to manufacturers of equip-

ment used in the construction industry, to professionals such as architects and engineers, and to others.

The Branch offers assistance to the Ministry of the Solicitor General by releasing copies of reports of investigations into construction *deaths* to the Chief Coroner and local coroners. Branch staff are also called upon to give evidence at coroners' inquests into these fatalities or in some cases to provide expert technical information.

The province is divided into three administrative regions with field offices. Addresses follow:

CENTRAL REGION
This region operates out of Head Office located at:

400 University Ave., 8th Flr.
Toronto M7A 1T7
416-965-7161

NORTHEASTERN REGION

Regional Office
2197 Riverside Dr.
3rd Flr, Pebb Bldg.
Ottawa K1H 7X3
613-523-7530

1055 Princess St.
Kingston K7L 5T3
613-542-2853

199 Larch St., 6th Flr.
Sudbury P3E 5P9
705-675-4455

435 James St. S.
Postal Station 'F'
Thunder Bay P7E 6E3
807-475-1691

WESTERN REGION

Regional Office
1West Ave. S.
Hamilton L8N 2R9
416-527-2951

824 King St. W.
Kitchener N2G 1G1
519-744-8101

205 Oxford St. E., 2nd Flr.
London N6A 5G6
519-439-3231

205 King St.
St. Catharines L2R 3J4
416-682-7261

500 Ouellette Ave., Room 605
Windsor N9A 1B3
519-256-8278

INDUSTRIAL HEALTH & SAFETY BRANCH LABOUR 16
416-965-4125

The Branch established under the *Occupational Health and Safety Act* administers programs designed to reduce the incidence of illness and injury of workers in *industry*. (For the construction and mining industries, see Construction Health and Safety Branch and Mining Health and Safety Branch, Ministry of Labour.)

The Branch encourages employers and employees to assume primary responsibility for occupational *health* and *safety* programs; assists them in establishing internal responsibility systems; and consults with them so that potential problems are recognized, evaluated and controlled and on going safety programs are established. Industrial Health and Safety Officers, operating out of 12 district offices throughout the Province, periodically

inspect industrial establishments and logging sites and investigate refusals to work under unsafe conditions, *deaths* and serious *accidents.* Regional engineers in the District offices review plans for new *buildings* and alterations to existing ones to check for occupational health and safety hazards prior to construction. The head office at 400 University Ave., 9th Floor, is responsible for overall program implementation. Industrial Health and Safety Officers and Engineers operate out of the following district offices:

1 West Ave. S.
Hamilton L8N 2R9
416-527-2951

1055 Princess St.
Kingston K7L 1H3
613-542-2853

824 King St. W.
Kitchener N2G 1G1
519-744-8101

205 Oxford St. E., 2nd Flr.
London N6A 5G6
519-439-3231

2197 Riverside Dr.
Ottawa K1H 7X3
613-523-7530

390 Bay St.
Sault Ste. Marie P6A 5V9
705-949-3331

205 King St.
St. Catharines L2R 3J5
416-682-7261

199 Larch St., 6th Flr.
Sudbury P3E 5P9
705-675-4455

435 James St. S.
Thunder Bay 'F' P7E 6E3
807-465-1691

273 Third Ave., 4th Flr.
Timmins P4N 1E2
705-267-6231

47 Sheppard Ave. E.
Toronto M2N 5X5
416-224-1606

500 Ouellette Ave., Room 605
Windsor N9A 1B3
519-256-8278

MINING HEALTH AND SAFETY BR LABOUR 17
416-965-1328

Administers the *Occupational Health and Safety Act* and regulations for *mines,* open *pits, quarries, metallurgical* operations, sand, clay, shale and gravel pits, aggregate plants, peat workings and diamond drilling operations to control occupational *health* and *safety* hazards in the workplace. Periodically inspects these establishments; carries out *air* sample testing to ensure a safe working environment. Investigates *deaths,* serious *accidents* and refusals to perform unsafe work. Consults with labour and management to increase their involvement in identifying and eliminating occupational health and safety hazards. The Branch reviews and provides advice on pre-development plans of mining and metallurgical operations to check occupational health and safety hazards before construction.

Mining Health and Safety Field offices deliver programs through eight field offices listed below.

Wire Rope Laboratory: By statute all wire ropes used in mine hoisting installations must be tested by the *Wire Rope Testing Laboratory* before use, and at intervals during service. The Laboratory address is listed below.

The Mine Rescue Program trains specialists at each mine in special mine rescue proce-

dures in the event of a mine *disaster*. The Mine Rescue training officers maintain a number of stations which are listed below and non-staffed substations equipped with breathing apparatus and *fire* fighting equipment, as well as other emergency equipment and supplies to respond immediately to any mine emergency.

FIELD OFFICES

10A Brunswick Walk
Elliot Lake P5A 2A8
705-848-2885

1055 Princess St., Ste. 301
Kingston K7L 1H3
613-542-4994/5

4 Government Road E.
Kirkland Lake P2N 1A2
705-567-5241

205 Oxford St.
London N5A 3C2
519-439-3231

10720 Yonge St., Ste. 218
Richmond Hill L4C 3C9
416-884-6551

Provincial Bldg., 6th Flr.
199 Larch St.
Sudbury P3E 5P9
705-675-4464

Box 5000
435 James St. S.
Thunder Bay P7C 5G6
807-475-1675/6/7

273 Third Ave., 4th Flr.
Timmins P4N 1E2
705-267-6231

WIRE ROPE LABORATORY

Wire Rope Testing Laboratory
Ministry of Labour
Room B441, Basement
Whitney Block, Queen's Park
Toronto M7A 1W3
416-965-1327

MINE RESCUE STATIONS

50 Hillside Dr. N.
Elliot Lake P5A 1X4
705-848-3022

107 Government Rd. W.
Kirkland Lake P2N 2E8
705-567-4606

P.O. Box 878
Manitouwadge P0T 2C0
807-826-4434

P.O. Box 338
Onaping P0M 2R0
705-966-3844

P.O. Box 320
Red Lake P0V 2M0
807-727-2214

P.O. Box 65
Sudbury P3E 4N3
705-566-4344

P.O. Box 1096
Timmins P4N 7H9
705-264-7511

OCCUPATIONAL HEALTH BRANCH LABOUR 18
416-965-3211

The Branch provides a consulting service in occupational health to ministries and to *industry*.

Occupational Health Medical Service (965-3610) provides consultation on *medical* and

nursing services to those who provide in-plant *health* care facilities and a healthful working environment for *employees*. The *Occupational Chest Disease Section* (965-4075) of the Medical Service, deals with identification and prevention of respiratory *diseases* from occupational exposure to hazardous agents.

Occupational Hygiene Service (965-4066) provides consultation to operating branches of the Occupational Health and Safety Division and to industry; visits plants and sites to identify and assess health hazards from exposure to chemical, physical and biological agents and to recommend control measures.

Occupational Health Laboratory Service (965-7925) performs *chemical* analyses of biological specimens, *air* samples, industrial materials.

Hygiene, medical and nursing consultants administer the program of the Occupational Health Branch from four offices throughout the Province:

1 West St. S.
Hamilton L8N 2R9
416-527-2951

2197 Riverside Dr., Ste. 301
Ottawa K1H 7X3
613-523-7530

205 Oxford St. E., 2nd Flr.
London N6A 5G6
519-439-3231

199 Larch St., 6th Flr.
Ontario Provincial Bldg.
Sudbury P3A 1Z7
705-675-4455

SPECIAL STUDIES AND SERVICES BR LABOUR 19

Health Studies Service (965-6375) conducts occupational *health research* studies and provides consultative services on the effects of occupational and environmental exposure to *chemical* or other hazardous agents on human health.

Safety Studies Service (965-6111) conducts studies in occupational *safety* and maintains contact with organizations involved in accident prevention.

Radiation Protection Service (965-8178) directs a program to protect *employees* and the public from harmful effects of *radiation* including industrial *x-rays,* radioactive materials, microwaves, lasers.

Radiation Protection Laboratory (248-7237) analyzes radioactive materials. Develops monitoring techniques and equipment for the identification of radioactive sources.

The Branch also provides technical support in contingencies related to *nuclear* power generating stations.

STANDARDS AND PROGRAMS BR LABOUR 20
416-965-8710

Standards & Programs Br coordinates the development, implementation and evaluation of Occupational Health & Safety Division policies and programs. The Branch has four sections.

Program Analysis & Evaluation (965-8710) coordinates identification of short and long-term goals, definition of objectives, program planning and evaluation. Maintains occupational *health* and *safety statistics,* i.e., occupational *disease* and *accidents.*

Hazard Identification & Programming (965-8710) coordinates identification and assess-

ment of biological, *chemical* and physical hazards in the workplace and preparation of related data sheets, guidelines and regulations.

Industry Sector Programming (965-8510) identifies occupational health and safety priorities by industry sector and develops programs to control hazards in each sector (e.g., construction industry, logging industry, mining). Coordinates the *education* of Division staff by developing training programs for the inspectors.

Advisory Services Section (965-8710) provides administrative support to the Ministry's Provincial *Lottery* program which provides *grants* for occupational health and safety projects on applied *research* and *manpower education* and development. For information on the Ministry of Labour's Provincial Lottery program write to this Branch, 400 University Ave., Toronto M7A 1T7.

INDUSTRIAL RELATIONS DIVISION

CONCILIATION AND MEDIATION SERVICES BR — LABOUR 21
416-965-4108

Branch goals are to foster harmonious *labour relations* and to minimize disruption in the economy arising from *strikes* and *lockouts*. Provides conciliation officers who help labour and employers to arrive at a settlement of disputes. Provides mediation officers after the conciliation process if necessary. Also undertakes preventive mediation services during the term of an agreement. Parties in a labour dispute must use the government's conciliation services before legally resorting to strikes or lockouts.

OFFICE OF ARBITRATION — LABOUR 22
416-965-5669

The Office of Arbitration approves persons to chair arbitration boards or act as single arbitrators, dealing with rights disputes between *employers* and *employees* with *collective agreements* only, and with interest disputes (renewal of collective agreements) in *hospitals* under the *Hospital Labour Disputes Arbitration Act*. Assigns settlement officers to assist with the settlement of grievances. Performs administrative functions for arbitration boards, sells copies of arbitration awards; sponsors training programs for arbitrators; cooperates in publication of Labour Arbitration Cases covering awards throughout Canada. Publishes a monthly bulletin summarizing all awards in Ontario.

AGENCIES

ADVISORY COUNCIL ON OCCUPATIONAL HEALTH & SAFETY — LABOUR 23
416-965-2448

The Advisory Council on Occupational Health & Occupational Safety advises the Minister of Labour on matters involving occupational *health* and occupational *safety*. Provides liaison between the Ministry and special interest groups wishing to draw government attention to particular concerns in this field. For public inquiries on occupational health and safety, contact branch involved or Ministry's field offices under the Occupational Health & Safety Division.

ONTARIO HUMAN RIGHTS COMMISSION — LABOUR 24

416-965-6841

The Ontario Human Rights Commission administers the *Ontario Human Rights Code* to achieve equal treatment for all people in the areas of *employment, housing,* public *accommodation* services and facilities such as hotels and restaurants, and related *advertising,* regardless of race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Investigates and conciliates complaints of *discrimination.* Promotes public *education* to eliminate *prejudice* and provides publications on *human rights.* Undertakes resolution of community problems involving *race* and *ethnic* relations when tensions threaten to erupt into violence. The Commission reports to the Legislature through the Minister of Labour. Ontario residents are served through five regions, each headed by a supervisor and twelve district offices as follows:

EASTERN REGION

Regional Office
2197 Riverside Dr.
Ottawa K1H 7X3
613-523-7530

1055 Princess St.
Kingston K7L 1H3
613-542-2853

NORTHERN REGION

Regional Office
1528 LaSalle Blvd.
Sudbury T3A 1Z7
705-566-3071

808 Robertson St.
Kenora P9N 1N8
807-468-3128

390 Bay St.
Sault Ste. Marie P6A 1X2
705-949-3331

435 James St.
Thunder Bay P7E 6E3
807-475-1693

273 Third Ave., 4th Flr.
Timmins P4N 1E2
705-267-6231

SOUTHWESTERN REGION

Regional Office
205 Oxford St. E.
London M6A 5G6
519-439-3231

1 West Ave. S.
Hamilton L8M 2R9
416-527-2951

824 King St. W.
Kitchener N2G 1G1
519-744-8101

205 King St.
St. Catharines L2R 3J6
416-682-7261

500 Ouellette Ave.
Windsor N9A 1B3
519-256-3611

TORONTO EAST & WEST REGION

400 University Ave., 12th Flr.
Toronto M7A 1T7
416-965-6841

ONTARIO LABOUR RELATIONS BOARD — LABOUR 25

416-965-4151

The Ontario Labour Relations Board administers those sections of the following Acts

which establish *collective bargaining* rules: *The Labour Relations Act* for *employers* and *employees* in the private sector within provincial jurisdiction; *The Hospital Labour Disputes Arbitration Act* for employees of hospitals; *The Colleges Collective Bargaining Act* for employees of community colleges. Also administers declarations of illegal *strikes* and *lockouts,* cease and desist orders and consents to prosecute under *The Teachers' Collective Negotiations Act;* employee's right to refuse unsafe work under *The Occupational Health and Safety Act;* declaration of successorship under *The Successor Rights (Crown Transfers) Act.* The Ontario Labour Relations Board deals with: *certification* of trade *unions;* accreditation of employer organizations in the *construction* industry; declarations of successorship of employers or trade unions; cease and desist orders and declarations of illegal strikes and lockouts; complaints of unfair *labour* practices; termination of bargaining rights of trade unions and accredited employer organizations; trusteeship of locals of trade unions; consent to prosecute and *arbitration* of grievances under collective agreements in the construction industry.

The Board cannot advise on rights and duties in situations that may come before it.

ONTARIO MANPOWER COMMISSION LABOUR 26
500 University Ave., Ste. 610
Toronto M5G 1V7
416-965-9017

Ontario Manpower Commission (OMC) is a policy development agency that reports to Cabinet through the Minister of Labour. The OMC comprises a full time Commissioner/-Chairperson and four part-time Commissioners, all from the private sector. OMC oversees all *manpower* policies and programs of the Ontario government having to do with adult *occupational* training, *career counselling, job* creation and work experience, *labour* market information, mobility and placement in *employment.* Its major thrust is to establish a policy framework for the province which will ensure the coordination and continuing development of Ontario manpower activities. OMC is supported by a Secretariat which includes the *Labour Market Information and Analysis Unit* (965-2820). The Unit is responsible for *research* identifying, describing and analyzing current and future manpower requirements and supplies and making this information available to the government and the private sector as a basis for policy and program decisions.

WORKMEN'S COMPENSATION BOARD LABOUR 27
2 Bloor St. E.
Toronto M4W 3C3
416-965-8722

The Workmen's Compensation Board (WCB), Ontario, administers the *Workmen's Compensation Act,* Ontario. The Act provides: *compensation* payments for workers disabled by job-related *accidents* or *diseases,* awards for permanent disability and *pensions* for dependents of workers who die as a result of work accidents or industrial diseases; *medical* services--advice to treating agencies, control of treatment, special treatment facilities, etc.; medical *financial assistance,* including payment of doctor's bills, *hospitalization* costs, etc.; *vocational* rehabilitation services, including *counselling* and job training to help injured workers reestablish themselves; financial assistance to nine *safety* associations whose mission, through safety education, is the prevention of industrial accidents and diseases.

The WCB maintains its head office in Toronto where it has a *library* for publications

(965-8725) and for *films* (965-8722). Regional, Area and Information Service Offices in other Ontario cities are listed below. There is a WCB Hospital and Rehabilitation Centre in Downsview, a suburb of Toronto. The Chairman of the WCB reports to the Lieutenant Governor-in-Council through the Ontario Minister of Labour who answers for the Board in the Legislature.

Any decision made by the Workmen's Compensation Board may be appealed by writing to the Registrar of Appeals at the above address (965-8926). The decision of an Appeal Board is final unless there is some concern as to whether the hearing has been properly conducted, an obvious error has occurred, or new evidence is introduced: written requests for reconsideration accompanied by supporting evidence are considered by an Appeal Board.

There are eight operating divisions of the WCB in Toronto. They are: Administrative Resources (965-8752); Claims Services (965-8773); Communications (965-8948); Financial Services (965-8660); Human Resources (i.e., Personnel), (965-8720); Medical Services (965-8827); Safety Education (965-8726); and Vocational Rehabilitation (963-0154). The prime function of the Claims Services, Medical Services and Vocational Rehabilitation Services Divisions is to look after the needs of the injured workers.

The Claims Services Division consists of: Claims Adjudication Branch; Claims Information and Counselling Services Branch, and Claims Review Branch. Claims Adjudication Branch provides claims adjudication, including the initial acceptance of the claim, authorization of compensation payments throughout the lifetime of the claim, and the establishment of awards for permanent disability. Claims adjudication activities take place at the Board's head office, 2 Bloor St. E., Toronto, and also at the Regional Offices in Sudbury (servicing the Districts of Sudbury, Algoma and Manitoulin) and London (servicing the Counties of Huron, Middlesex, Elgin and Oxford). Most claim files for workers residing in these regions are located at the respective Regional Office. Claims for certain industrial diseases are still located and adjudicated at the head office. The Claims Information and Counselling Services Branch provides a channel of communication and information on individual claims and counselling services. Claims Review Branch reviews adverse claims adjudication decisions recommended by the Claims Adjudication Branch before the decision is communicated to the injured *employee* and employer and reviews objections to decisions of the Claims Adjudication Branch. For matters pertaining to individual claim and firm files and other inquiries, it is best to check the blue pages at the back of the telephone directory under Government of Ontario, Workmen's Compensation Board.

The Medical Services Division ensures that high level medical care is administered to injured workers at realistic cost. The Vocational Rehabilitation Division provides socio-economic counselling, vocational evaluation, adjustment assessment, vocational training, and selective *job placement* in industry. Special counselling includes financial counselling, consideration of requests for pension commutations, and making arrangements for *educational* upgrading for those injured workers who lack the necessary education and for those who cannot communicate in English. Vocational Rehabilitation Specialists seek on-the-job training and employment opportunities for injured workers, and inform employers and the public of the advantages of hiring rehabilitated *disabled* workers.

Area Office
100 Main St. E.
Room 108-110
Hamilton L8N 3W6
416-523-1800

Information Service Office
1055 Princess St., Room 303
Kingston K7L 5T3
613-544-9682

Area Office
153 Frederick St.
Kitchener N2H 2M2
519-576-4130

London Regional Office
200 Queens Ave.
London N6A 1J3
519-433-2331

Area Office
189 Wyld St., Box 3190
North Bay P1B 8K7
705-472-5200

Area Office
350 Sparks St., Room 206
Ottawa K1R 7S8
613-238-7851

Information Service Office
421 Bay St., Room 205
Sault Ste. Marie P6A 1X3
705-942-3002

Information Service Office
282 Linwell Rd., Room 120
St. Catharines L2N 6N5
416-937-2020

Area Office
30 Cedar St.
Sudbury P3E 1A4
705-675-9301

Area Office
1265 Arthur St. E., Room 101
Thunder Bay P7E 6E7
807-623-4545

Information Service Office
273 Third Ave., Box 1142, Room 204
Timmins P4N 7H9
705-267-6427

Information Service Office
1382 St. Clair Ave. W.
Toronto M7E 1C6
416-965-8864
(Italian, Portuguese,
French, Spanish calls)

Toronto Claims Information
2 Bloor St. E.
Toronto M4W 3C3
416-965-8851
(This is the main telephone number. Check your telephone directory for numbers for individual claims and firm files.)

Area Office
787 Ouellette Ave.
Windsor N9A 4J4
519-256-3461

MINISTRY OF NATURAL RESOURCES

99 Wellesley St. W.
Whitney Block, Queen's Park
Toronto M7A 1W3
(Location Exceptions Noted)

The Ministry of Natural Resources manages Ontario's lands and waters to provide opportunities for outdoor recreation and resource development. It ensures that adequate social and economic benefits are derived from resource development and manages publicly owned lands. Its range of programs covers such areas as hunting, fishing, mapping, Crown lands, mines, forests and parks.

DEPUTY MINISTER'S OFFICE

CHIEF FORESTER MNR 1
416-965-3040

Develops forest policy directions. Advises the Minister and the Deputy Minister on current and proposed policy matters. Ensures the development of professional forest management practices.

POLICY COORDINATION SECRETARIAT MNR 2
416-965-8422

The Secretariat provides staff support to the Deputy Minister and the Policy and Priorities Committee (senior management committee) of the Ministry. It ensures liaison with Cabinet, its committees and other ministries and provides the Ministry with policy advice, information and coordination services.

FIELD ORGANIZATION

FIELD ORGANIZATION MNR 3

The Ministry of Natural Resources is organized functionally and geographically so that the operational decision-making is as close as possible to the program delivery level. For administrative purposes, Ontario is divided into eight regions and 48 districts. The district managers, regional directors and two field assistant deputy ministers serve the public and local area interests in implementing the programs of the Land Management, Outdoor Recreation and Resources Products Divisions of the Ministry (separately described). These programs cover the harvesting of crown timber, minerals, fish and wildlife, forest management, public lands and waters.

The main thrust of program delivery is in the Ministry's district offices where the management and use of natural resources takes place with consideration for local requirements. District managers and staff are responsible for the preparation of local program strategies (e.g., land use planning) and for the integration of individual resource plans that are consistent with the district strategy. Each district manager is responsible to the appropriate regional director for all activities assigned to the district.

Each regional office is organized into functional units headed by specialists responsible for providing advice and support to the districts. In some instances, such as conservation authorities, mineral management, engineering and administrative services, the regional office is also the delivery point for Ministry programs.

The principal role of the regional director and staff is to direct and coordinate the work of the districts by establishing regional priorities and allocating appropriate resources to meet these; by establishing program standards and auditing to ensure that the standards are met; by developing training programs and ensuring that they are implemented; and by providing specialized advice and support services. In addition, the regional director and staff recommend annual work plans to the main office and identify areas where policy is required or needs to be modified.

The two field assistant deputy ministers are responsible for program management, coordination of policy and delivery of services across Northern and Southern Ontario. They convey the opinions of field staff to the Deputy Minister through their membership on senior management committees.

For the locations of regional, district and other offices, see the following entries; Field Organization--Northern Ontario, MNR 4 and Field Organization--Southern Ontario, MNR 6.

FIELD ORGANIZATION--NORTHERN ONTARIO MNR 4

ASSISTANT DEPUTY MINISTER
Ontario Government Bldg.
435 James St. S., P.O. Box 5000
Thunder Bay P7C 5G6
807-475-1271
(When in Toronto: Rm. 6346, Whitney Block
416-965-7783)

The four northern regional directors and the Aviation and Fire Management Centre director report to the Assistant Deputy Minister of Northern Ontario. Each regional office is listed below, followed by the district offices, year round work centres, *fisheries* assessment units and *nurseries* reporting to it.

NORTH CENTRAL REGION

Regional Office
Ontario Government Building
435 James St. S., P.O. Box 5000
Thunder Bay 'F' P7C 5G6
807-475-1261

District Offices

108 Saturn Ave.
Atikokan P0T 1C0
807-597-6971

Box 640
Geraldton P0T 1M0
807-854-1030

Box 970
Nipigon P0T 2J0
807-887-2120

P.O. Box 280
Terrace Bay P0T 2W0
807-825-3205

Ontario Government Building
435 James St. S., P.O. Box 5000
Thunder Bay 'F' P7C 5G6
807-475-1511

Year Round Work Centres

Armstrong Satellite Base
P.O. Box 69
Armstrong P0T 1A0
807-583-2364
(Nipigon District)

Fisheries Research
Productivity Unit
Spruce River Rd., P.O. Box 2089
Thunder Bay P7B 5E7
807-683-6232

Fisheries Research Walleye Unit
Ontario Government Bldg.
435 James St. S.
Thunder Bay P7B 5B7
807-475-1636

Forest Research Station
Dawson Rd., P.O. Box 2960
Thunder Bay P7B 5G5
807-767-1607

Geraldton Fire Centre
P.O. Box 640
Geraldton P0T 1M0
807-854-1600

Nakina Office
23 Kingsland
Nakina P0T 2H0
807-329-5251
(Geraldton District)

Nym Lake Base
Atikokan P0T 1C0
807-597-2733
(Atikokan District)

Macdiarmid Satellite Base
P.O. Box 120
Beardmore P0T 1G0
807-885-5521
(Nipigon District)

Manitouwadge
Box 309
Manitouwadge P0T 2C0
807-826-3225
(Terrace Bay District)

Regional Fire Centre
1580 Arthur St. W.
Thunder Bay P7E 5S1
807-475-1405

Shebandowan Headquarters
P.O. Box 43
Shebandowan P0T 2T0
807-926-2182
(Thunder Bay District)

Thunder Bay District Fire Centre
P.O. Box 5000
1580 West Arthur St.
Thunder Bay P7E 5S1
807-475-1415

Thunder Bay Service Centre
P.O. Box 1580
West Arthur St.
Thunder Bay P7E 5S1
807-475-1645

Upsala Headquarters
Upsala P0T 2Y0
807-986-2339
(Thunder Bay District)

Fisheries Assessment Unit

Lake Superior
P.O. Box 5000
Thunder Bay P7C 5G6
807-475-1635

Fish Culture Station

Dorion
Dorion P0T 1K0
807-857-2322
(Thunder Bay Region)

Nurseries

Thunder Bay Nursery
Thunder Bay Forest Station
R. R. 1
Thunder Bay P7C 4T9
807-577-6409

NORTHEASTERN REGION

Regional Office
Provincial Government Bldg.
199 Larch St.
Sudbury P3E 5P9
705-675-4120

Mining Recorder's Office
75 Elgin St.
Sault Ste. Marie P6A 2Y4
705-254-6884

Forest Research
1219 Queen St. E.
Sault Ste. Marie P6A 5M7
705-949-9461

Fisheries Research South Baymouth
R. R. 1
Tehkummah P0P 2C0
705-859-3137

Fisheries Research Lake Superior
Sault Ste. Marie P6A 2B4
705-942-1411

Regional Geologist's Office
875 Queen St. E.
Sault Ste. Marie P6A 2B4
705-942-1414

Resident Geologist's Office
1112 Kingsway
Sudbury P3B 2E5
705-566-2580

District Offices

62 Queen St., Box 190
Blind River P0R 1B0
705-356-2234

Box 1340
Espanola P0P 1C0
705-869-1330

Box 3070
North Bay P1B 8K7
705-474-5550

69 Church St., Box 130
Sault Ste. Marie P6A 5L5
705-949-1231

P.O. Box 3500, Station 'A'
Sudbury P3A 4S2
705-522-7823

Box 38
Temagami P0H 2H0
705-569-3622

Timiskaming Testing Laboratory
Cobalt P0J 1C0
705-679-8313

22 Mission Rd., Box 1160
Wawa P0S 1K0
705-856-2396

Year Round Work Centres

Cold Storage Warehouse
P.O. Box 1160, Hwy 101
Wawa P0S 1K0
705-856-7041

Kirkwood Office
P.O. Box 310
Thessalon P0R 1L0
705-842-2434
(Blind River District)

Operations Base
P.O. Box 1160, Mine Rd.
Wawa P0S 1K0
705-856-2396

Powassan
Box 208
Powassan P0H 1Z0
705-724-2007
(North Bay District)

Tarentorus Trout Rearing Station
69 Church St., Box 130
Sault Ste. Marie P6A 5L5
705-253-8953

Trout Mills
Box 3070
North Bay P1B 8K7
705-472-9550

Fisheries Assessment Unit

Nipissing
222 McIntyre St. W.
North Bay P1B 8K7
705-474-5550

Fish Culture Stations

North Bay
R. R. 1
Redbridge P0H 2A0
705-663-2311

Sandfield
Box 10, R. R. 3
Manitoulin Island P0P 2C0
705-859-3370
(Espanola District)

Tarentorus
R. R. 4
Sault Ste. Marie P6A 5K9
705-253-8953

Nurseries

Kirkwood Nursery
Box 310
Thessalon P0R 1L0
705-842-2345

NORTHERN REGION

Regional Office
140 Fourth Ave., Box 3000
Cochrane P0L 1C0
705-272-4287

Regional Sub-Office
60 Wilson Ave.
Timmins P4N 2S7
705-267-1401

District Offices

34 Birch St.
Chapleau P0M 1K0
705-864-1710

2 Third Ave., Box 730
Cochrane P0L 1C0
705-272-4365
Gogama P0M 1W0
705-894-2000

Box 670
Hearst P0L 1N0
705-362-4346

6 Government Rd.
Kapuskasing P5N 2W4
705-335-6191

Box 129
Swastika P0K 1T0
705-642-3222
(Kirkland Lake District)

Resident Geologist
4 Government Rd. E.
Kirkland Lake P2N 1A2
705-567-5242

Box 190
Moosonee P0L 1Y0
705-336-2987

896 Riverside Dr.
Timmins P4N 3W2
705-267-7951

Year Round Work Centres

Elk Lake Sub-Office
P.O. Box 100
Elk Lake P0K 1J0
705-678-2241

Englehart Sub-Office
P.O. Box 320
Englehart P0J 1H0
705-544-2331

Hornepayne
P.O. Box 429
Hornepayne P0M 1Z0
807-868-2303
(Hearst District)

Matheson Sub-Office
P.O. Box 609
Matheson P0K 1N0
705-273-2546
(Kirkland Lake District)

Fish Culture Station

Hills Lake
R. R. 2
Englehart P0J 1H0
705-544-2834
(Kirkland Lake District)

Nurseries

Chapleau Nursery
34 Birch St.
Chapleau P0M 1K0
705-864-1717

Gogama Nursery
Gogama P0M 1W0
705-894-2000

Swastika Nursery
P.O. Box 129
Swastika P0K 1T0
705-642-3255

NORTHWESTERN REGION

Regional Office
808 Robertson St.
Box 5160
Kenora P9N 3X9
807-468-3111

District Offices

Box 3000
Dryden P8N 3B3
807-223-3341

922 Scott St.
Fort Frances P9A 1J4
807-274-5337

Box 448
Ignace P0T 1T0
807-934-2233

Box 5080
Kenora P9N 3X9
807-468-9841

Box 323
Red Lake P0V 2M0
807-727-2253

Resident Geologist
Box 860
Red Lake P0V 2M0
807-727-2252

Mining Recorder
P.O. Box 324
Red Lake P0V 2M0
807-727-2250

Box 309
Sioux Lookout P0V 2T0
807-737-1140

Resident Geologist
Box 1089
Sioux Lookout P0V 2T0
807-737-1291

Mining Recorder
P.O. Box 669
Sioux Lookout P0V 2T0
807-737-2100

Year Round Work Centres

Fort Frances Sub-Office
P.O. Box 7
Rainy River P0W 1L0
807-852-3801
(Fort Frances District)

Pickle Lake Satellite Base
Pickle Lake P0V 3A0
807-928-2470
(Sioux Lookout District)

Regional Service Centre
P.O. Box 850
Dryden P0V 2W0
807-937-4489

Sioux Lookout Fire Centre
Box 309
Sioux Lookout P0V 2T0
807-737-1140

Fisheries Assessment Unit

Lake of the Woods
808 Robertson St.
P.O. Box 5080
Kenora P9N 3X9
807-468-9841

Nursery

Wabigoon Nursery
P.O. Box 90
Wabigoon P0V 2W0
807-938-6326

AVIATION AND FIRE MANAGEMENT CENTRE MNR 5
55 Church St., P.O. Box 310
Sault Ste. Marie P6A 5L8
705-942-1800

Operates a fleet of *aircraft* for *forest fire* detection and suppression, resources management, aerial *surveys,* aerial *photographs,* mercy flights, search and rescue missions and transportation. Organizes fire control planning and warden systems. Conducts provincial fire control operations, *research* and development of forest fire equipment and systems, and forest fire training and prevention. Establishes interprovincial agreements and cooperates with municipalities, railway and forest industries on forest fire prevention and control. Manages a provincial *telecommunications* network consisting of radios for forest fire fighting operations, aircraft communications and Ministry surveys. Manages installation of telephones, teletype, facsimile (telecopier) equipment for the Ministry. Organizes research and development of telecommunications equipment and systems. Each regional office has a telecommunications supervisor working in conjunction with this office. The Centre has a flight operations office in Malton (P.O. Box 189, Mississauga L4T 3B6, 416-678-1173).

FIELD ORGANIZATION--SOUTHERN ONTARIO MNR 6

ASSISTANT DEPUTY MINISTER
Maple L0J 1E0
416-832-2761
(When in Toronto: Rm. 6346, Whitney Block
416-965-7783)

The four southern regional directors report to the Assistant Deputy Minister of Southern Ontario. Each regional office is listed below, followed by the district offices, year round work centres, *fisheries* assessment units and *nurseries* reporting to it. The Petroleum Resources Program, described in a separate entry, is administered by the Southwestern Regional Office.

ALGONQUIN REGION

Regional Office
Brendale Square, Box 9000
Huntsville P0A 1K0
705-789-9611

Leslie M Frost
Natural Resources Centre
Dorset P0A 1E0
705-766-2451

Construction Depot Huntsville
Box 1119
Huntsville P0A 1K0
705-789-4471

District Offices
Whitney K0J 2M0
705-637-2780
(Algonquin Park District)

Box 500
Bancroft K0L 1C0
613-332-3940
(Bancroft District)

Box 1138
Bracebridge P0B 1C0
705-645-5244
(Bracebridge District)
Minden K0M 2K0
705-286-1521
(Minden District)

4 Miller St.
Parry Sound P2A 1S8
705-746-4201
(Parry Sound District)

Riverside Drive, Box 220
Pembroke K8A 6X4
613-732-3661
(Pembroke District)

Year Round Work Centres

Achray
Box 820
Pembroke K8A 6X4
613-584-2420
(Algonquin Park District)

Algonquin Park Museum
Box 219
Whitney K0J 2M0
705-633-5592
(Algonquin Park District)

Dacre
Dacre K0J 1N0
613-649-2418
(Pembroke District)

Gooderham
Box 29
Gooderham K0M 1R0
705-447-2151
(Minden District)

Palmer Rapids
Palmer Rapids K0J 2E0
613-758-2020
(Pembroke District)

Parry Sound
7 Bay St.
Parry Sound P2A 1S4
705-746-5825
(Parry Sound District)

Portage Lake
Site 5, Box 4, R. R. 1
Britt P0G 1A0
705-383-2317
(Parry Sound District)

Round Lake
R. R. 5
Killaloe K0J 2A0
613-757-2507
(Pembroke District)

Stonecliffe
Stonecliffe K0J 2K0
613-586-2253
(Algonquin Park District)

Fisheries Assessment Unit

Algonquin
P.O. Box 219
Whitney K0J 2M0
705-637-2780
(Algonquin Park District)

Fish Culture Stations

Pembroke
Laurentian Dr.
Petawawa K8H 2Z1
613-687-5935
(Pembroke District)

Skeleton Lake
R. R. 1
Utterson P0B 1M0
705-769-3731
(Bracebridge District)

CENTRAL REGION

Regional Office
10670 Yonge St.
Richmond Hill L4C 3C9
416-884-9203

District Offices

Box 2186, Beaverdale Rd.
Cambridge N3C 2W1
519-658-9356
(Cambridge District)
Midhurst L0L 1X0
705-728-2900
(Huronia District)

Ontario Government Building
322 Kent St. W.
Lindsay K9V 2Z9
705-324-6121
(Lindsay District)
Maple L0J 1E0
416-832-2761
(Maple District)

Hwy 20, Box 1070
Fonthill L0S 1E0
416-892-2656
(Niagara District)

Year Round Work Centres

Dufferin
R. R. 2
Lisle L0M 1M0
705-435-4247
(Huronia District)

Ganaraska Forest
R. R. 2
Millbrook L0A 1G0
416-797-2959
(Lindsay District)

North Simcoe
Box 129
Coldwater L0K 1E0
705-835-2128
(Huronia District)

Northumberland Forest
R. R. 4
Roseneath K0K 2X0
416-349-2779
(Lindsay District)

South Simcoe
Box 490
Angus L0M 1B0
705-525-5312
(Huronia District)

Tiny/Wye Marsh
Wildlife Areas, Box 613
Midland L4R 4L3
705-526-6958
(Huronia District)

Wildlife Compound
R. R. 2
Minesing L0L 1Y0
705-728-4382
(Huronia District)

York Regional Forest Headquarters
R. R. 3
Stouffville L0H 1L0
416-473-2160
(Maple District)

Bass Lake Provincial Park
Box 607
Orillia L3V 6S1
705-326-7054
(Huronia District)
(Camping & day use
Seasonal Conservation Officer
Headquarters year round)

Earl Rowe Provincial Park
Box 966
Alliston L0M 1A0
705-435-4331
(Huronia District)
(Camping & day use
Seasonal Conservation Officer
Headquarters year round)

Bronte Creek Provincial Park
1219 Burloak Dr., R. R. 2
Burlington L7R 3X5
416-827-6911
(Cambridge District)
(Day use facilities)

Fisheries Assessment Units

Kawartha
322 Kent St. W.
Lindsay K9V 2Z9
705-324-6121
(Lindsay District)

Lake Ontario
10670 Yonge St.
Richmond Hill L4C 3C9
416-884-9203

Lake Simcoe
Sibbald's Point Provincial Park
R. R. 2
Sutton West L0E 1R0
416-722-5512

Fish Culture Station

Deer Lake
R. R. 1
Havelock K0L 1Z0
705-778-3391
(Lindsay District)

Nurseries

Midhurst Nursery
Midhurst L0L 1X0
705-728-6599

Orono Nursery
Orono L0B 1M0
416-983-9147

Ontario Tree Seed Plant
P.O. Box 60
Angus L1M 1B0
705-424-5311

EASTERN REGION

Regional Office
Provincial Government Building
Concession Road
Kemptville K0G 1J0
613-258-3413

District Offices

101 Water St. W.
Brockville K6A 5Y8
613-342-8524
(Brockville District)

113 Amelia St., Box 1749
Cornwall K6H 5V7
613-933-1774
(Cornwall District)

Box 239
Lanark K0G 1K0
613-259-2942
(Lanark District)

1 Richmond Blvd.
Napanee K7R 3S3
613-354-2173
(Napanee District)
Ramsayville K0A 1Y0
613-822-2525
(Ottawa District)

Metcalf St.
Tweed K0K 3J0
613-478-2330
(Tweed District)

Year Round Work Centres

Alexandria Sub-Office
P.O. Box 444
Alexandria K0C 1A0
613-525-2443
(Cornwall District)

Glenora Research Station
R. R. 4
Picton K0K 2T0
613-476-2400
(Napanee District)

LaRose Forest Headquarters
P.O. Box 10
Bourget K0A 1E0
613-487-2100
(Cornwall District)

Limerick Headquarters
R. R. 2
Oxford Station K0G 1T0
613-258-3151
(Brockville District)

Tweed Warehouse and Fire Complex
Hungerford Rd.
Tweed K0K 3J0
613-478-2330
(Tweed District)

White Lake
R. R. 2
Sharbot Lake K0H 2P0
613-335-2115
(Tweed District)

Fish Culture Stations
Codrington K0K 1R0
613-475-2512
(Napanee District)
Westport K0G 1X0
613-273-2106
(Brockville District)

White Lake
R. R. 1
Sharbot Lake K0H 2P0
613-478-2330
(Tweed District)

Nurseries

Kemptville Nursery
Kemptville K0G 1J0
613-238-7326

SOUTHWESTERN REGION

Regional Office
1106 Dearness Dr.
London N6E 1N9
519-681-5350

District Offices

353 Talbot St. W., Box 940
Aylmer N5H 2S8
519-773-9241
(Alymer District)

Kent County Municipal Bldg.
435 Grand Ave. W., Box 1168
Chatham N7M 5L8
519-354-7340
(Chatham District)

611-9th Ave. E.
Owen Sound N4K 3E4
519-376-3860
(Owen Sound District)

645 Norfolk St. N.
Simcoe N3Y 3R2
519-426-7650
(Simcoe District)

R. R. 5
Wingham N0G 2W0
519-357-3131
(Wingham District)

Year Round Work Centres

Fisheries Research Station
R. R. 2
Wheatley N0P 2P0
519-825-4171
(Chatham District)

Hullett Wildlife Management Area
R. R. 4
Clinton N0M 1L0
519-482-7011
(Wingham District)

Kilworth Division Office
R. R. 3
London N6A 4B7
519-472-0820
(Aylmer District)

Commercial Fisheries Research Sub Station
Box 681
Port Dover N0A 1N0
519-583-2121
(Simcoe District)

Petroleum Resources Laboratory
458 Central Ave.
London N6B 2E5
519-433-8431

Petrolia Detachment Office
P.O. Box 1379, 4229 Petrolia St.
Petrolia N0N 1R0
519-882-0502
(Chatham District)

Tilbury Detachment Office
P.O. Box 777
Tilbury N0P 2L0
519-682-0790
(Chatham District)

Fish Culture Stations

Chatsworth
R. R. 2
Chatsworth N0H 1G0
519-794-2340
(Owen Sound District)

Normandale
R. R. 1
Vittoria N0E 1W0
519-426-3142
(Simcoe District)

Wiarton
Box 242
Wiarton N0H 2T0
519-534-0770
(Owen Sound District)

Fisheries Assessment Units

Lake Erie
353 Talbot St. W.
Box 940
Aylmer N5H 1S8
519-773-9241
(Aylmer District)

Lake Huron
611 Ninth Ave. E.
Owen Sound N4K 3E4
519-376-6531
(Owen Sound District)

Lake St. Clair
Box 820
Tilbury N0P 2L0
519-682-1152

Nurseries

St. Williams Nursery
R. R. 1
St. Williams N0E 1P0
519-586-3576

PETROLEUM RESOURCES PROGRAM MNR 7
1106 Dearness Dr.
London N6E 1N9
519-681-5350

The *Petroleum Resources Act* is administered by the Ministry's Southwestern Regional Office. This office regulates the day-to-day activities of the *oil* and *natural gas* industry both on land and offshore. Special emphasis is placed on *well* safety, *bonding* and *insurance.* Also issues *permits* to lease oil and gas rights, conduct geophysical and geochemical *surveys,* drill wells and operate drilling machinery and to produce oil and gas. For more information, contact any district office, listed under Ministry of Natural Resources Field Organization, MNR 4 or MNR 6.

ADMINISTRATION DIVISION

ADMINISTRATIVE SERVICES BR MNR 8
416-965-5134

Administrative Services Branch provides the purchasing of goods and services, supply management, printing, duplicating, word processing services, mail and telex services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration, Ministry directive manuals, etc.). Provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of facilities and purchasing of commonly used supplies. Provides data processing services, fleet management and insurance, customer services and other special services and functions (e.g. arranging functions, booking airline tickets, etc.).

The Branch operates a public service centre which serves the public through these units: *Aerial Photo Unit* (965-1123) which provides aerial *photographs; Map Unit* (965-6511 and 965-1348) which provides topographical, geological and geographical *maps* including *canoe* routes and *mining* publications; *Hunting and Fishing Licences Sales* (965-6512). Hunting and fishing licences are also available from Ministry regional or district offices (listed under Ministry of Natural Resources Field Organization) and some sporting goods stores. The Branch also provides information on *frog, turtle* and *snake* identification.

AFFIRMATIVE ACTION PROGRAM MNR 9
416-965-5663

The Affirmative Action Program plans, develops and coordinates the affirmative action

program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

INFORMATION SERVICES BR MNR 10
416-965-2756

The Information Services Branch informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

LEGAL SERVICES BR MNR 11
416-965-2748

Counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

PERSONNEL BR MNR 12
416-965-2707

Personnel Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, safety program, Workmen's Compensation, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch coordinates the Ministry's *youth employment* program which involves the hiring of qualified 17 year old persons as *junior rangers* (965-1258). It maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). For personnel records call 965-3961; for seasonal employment inquiries call 965-1258. There are personnel officers in each of the Ministry's eight Regional Offices listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

PROGRAM MANAGEMENT EVALUATION MNR 13
416-965-5537

Program Management Evaluation has two remaining functions: to develop a management information system to serve the needs of managers; to identify the Ministry of Natural Resources energy role.

FINANCE PLANNING & EVALUATION GROUP

FINANCIAL SERVICES BR MNR 14
416-965-2761

Financial Services Br is responsible for general accounting functions, including payroll

and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies. Besides the financial management and accounting functions, the Branch is responsible for appropriations control, development of accounting and costing systems, financial and cost analyses and pre-audit controls and procedures. It prepares claims under federal-provincial agreements; controls collateral securities and collects, records and reports on revenue from *timber* operations, sales and leases of *crown land, mining, pits and quarries* and provincial *parks* operations, *fish* and *wildlife licences* and sundry other cash receipts. For fish and wildlife *(hunting)* licences sale, see this Ministry's Administrative Services Br or contact Ministry regional or district offices (listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

INTERNAL AUDIT BR MNR 15
416-965-4087

Internal Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

MANAGEMENT PLANNING & ANALYSIS MNR 16
416-965-4143

Initiates studies of the Ministry's management process, recommending changes to management organization, systems, procedures and practices and coordinates the implementation of projects to enhance management effectiveness.

FOREST RESOURCES GROUP

FOREST RESOURCES BR MNR 17
416-965-2785

The Branch develops policy, sets field program targets, provides specialized services to the field staff, audits field staff performance and develops standards for *forest* practice in Ontario. The Branch also develops *silvicultural* guidelines, conducts *research* and development projects, coordinates the distribution of *nursery* stock for *crown* and private *lands,* and administers grants mentioned below.

The Branch provides specialized services to district offices for *pest* control, nursery *soil* management, municipal *tree* cutting by-laws, assessment of silvicultural work, equipment development, *Woodland Improvement Act* agreements, and special funding programs, such as those of the federal *Department of Regional Economic Expansion (DREE).*

The Branch works with other branches in the Ministry and with other ministries to develop multiple use management policies aimed at providing a contribution to the economy by the *forest* based industries, consistent with sound environmental practices and with providing for other uses of the forest.

The delivery of Forest Resources programs is the responsibility of staff in the district offices, listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

In carrying out Branch policy, field offices manage Crown forests to ensure regeneration, improve quality and growth and to protect them from *fire, insects* and *disease.* They take inventory of forest base, control harvesting and audit usage in crown forests. They advise private landowners on *tree* planting, tending *woodlots* and marketing *timber* and provide them with direct forestry assistance under the Woodlands Improvement Act. They pro-

vide *grants* to municipalities for *land* acquisition, the lands to be managed by the Ministry. Field offices hold field days for the public on growing trees, *maple syrup* production and forest management. Through a cooperative arrangement with the Ministry of Intergovernmental Affairs, annual *grants* are made to private forest owners to reduce *property tax* on their managed forests.

Inquiries about service to the public and delivery of programs on crown lands should be directed to district offices, listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

ONTARIO FOREST RESEARCH CENTRE MNR 18
Maple L0J 1E0
416-832-2761

The Ontario Forest Research Centre (OFRC) and four research stations listed below provide *silvicultural* scientific and technical knowledge and information to improve the management of *forests* in Ontario. The main *research* effort is biological and ecological rather than technological or economic and is aimed at the regeneration and improvement of forests.

Algonquin Forest Research
Unit of the OFRC
Box 190
Dorset P0A 1E0
705-766-2671

Midhurst Forest Research
Unit of the OFRC
Midhurst L0L 1X0
705-726-7640

North Central Forest Research
Unit of the OFRC
P.O. Box 490
Sault Ste. Marie P6A 5M7
705-949-9461

Northern Forest Research
Unit of the OFRC
P.O. Box 2960
Thunder Bay P7B 5G5
807-767-1607

TIMBER SALES BR MNR 19
416-965-2731

Timber Sales Br is responsible for the management of Ontario's *crown land forests* and the disposition of its crown *timber* resource. Activities include forest resources inventory (965-6914); forest management planning (965-7631); forest industry development (965-5760); crown timber allocation and licensing (965-2731), i.e. *licences* to cut crown timber and *licences* to forest industry mills; the measurement, or scaling of timber cut from crown lands, i.e., *Scaler's Licences* (965-0378). For information or to apply for these licences, contact the telephone numbers listed or any regional or district offices listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

LANDS & WATERS GROUP

CONSERVATION AUTHORITIES & WATER MANAGEMENT BR MNR 20
416-965-6287

The Branch encourages the *conservation,* development and utilization of *water* and re-

lated land resources by providing policy, procedural guidelines, funding, management and planning direction to 39 Conservation Authorities.

The Conservation Authorities are autonomous, corporate bodies established under the *Conservation Authorities Act* to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.

Through the Branch, *grants* are provided to Conservation Authorities to support resource management projects, e.g., *watershed* planning, *flood* control works such as *dams* and other non-structural types, *erosion* control projects and conservation and *recreation* land management *(reforestation, woodlot, fish* and *wildlife* management).

The Branch also administers *The Lakes and Rivers Improvement Act* which regulates construction and operation of dams and diversions. In addition, special engineering, water management, shoreline management and *hydrologic research* studies to reduce flooding and erosion are carried out. The Branch also operates a *Library*.

The Branch deals with the Conservation Authorities (CA's) through 5 Ministry of Natural Resources regional offices. These offices and the Authorities that they are responsible for follow:

CENTRAL REGION

Regional Office
10670 Yonge St.
Richmond Hill L4C 3C9
416-884-9203

Hamilton Region CA
Box 99, 838 Mineral Springs Rd.
Ancaster L9G 3L3
416-525-2181

Nottawasaga Valley CA
R. R. 1
Angus L0M 1B0
705-424-1479

Grand River CA
Box 729, 400 Clyde Rd.
Cambridge N1R 5W6
519-621-2761

Metropolitan Toronto & Region CA
5 Shoreham Dr.
Downsview M3N 1S4
416-661-6600

Niagara Penninsula CA
Box 460
Fonthill L0S 1E0
416-892-2621

Kawartha Region CA
Box 819
Fenelon Falls K0M 1N0
705-887-3112

Credit Valley CA
Meadowvale L0J 1K0
416-451-1615

Halton Region CA
310 Main St.
Milton L9T 1P4
416-878-4131

South Lake Simcoe CA
Box 282, 120 Bayview Ave.
Newmarket L3Y 4X1
416-895-1281

Otonabee Region CA
727 Lansdowne St. W.
Peterborough K9J 1Z2
705-745-5791

Ganaraska Region CA
Box 328, 56 Queen St.
Port Hope L1A 3W4
416-885-6067

Central Lake Ontario CA
1650 Dundas St. E.
Whitby L1N 2K8
416-579-0411

EASTERN REGION

Regional Office
Government Bldg.
Van Buren St.
Kemptville K0G 1J0
613-258-3413

Moira River CA
217 North Front St.
Belleville K8P 3C3
613-968-3434

South Nation River CA
Box 118
Berwick K0C 1G0
613-984-2400

Mississippi Valley CA
Box 419
Carlton Place K7C 3P5
613-257-4272

Cataraqui Region CA
R. R. 1
Glenburnie K0H 1S0
613-546-9965

Rideau Valley CA
Box 599, Mill St.
Manotick K0A 2N0
613-692-3571

Crowe Valley CA
Box 416
Marmora K0K 2M0
613-472-3137

Raisin Region CA
Box 10
Martintown K0C 1S0
613-528-4584

Napanee Region CA
25 Ontario St. W.
Napanee K7R 3S6
613-354-3312

Prince Edward Region CA
Box 310
Picton K0K 2T0
613-476-2249

Lower Trent Region CA
441 Front St.
Trenton K8V 6C1
613-394-4829

NORTH CENTRAL REGION

Regional Office
435 James St. S.
Box 5000
Thunder Bay 'F' P7C 5G6
807-475-1264

Lakehead Region CA
Box 3476
Oliver Rd., Golf Links Rd.
Junot Extension
Thunder Bay P7B 5J9
807-344-5857/8/9/0

NORTHEASTERN REGION

Regional Office
174 Douglas St. W.
Sudbury P3E 1G1
705-673-1111

North Bay - Mattawa CA
Box 1215, 348 Fraser St.
North Bay P1B 3W7
705-474-5420

Sault Ste. Marie Region CA
99 Foster Dr., Civic Centre
Sault Ste. Marie P6A 5X6
705-949-9111

Nickel District CA
200 Brady St.
Sudbury P3E 5K3
705-674-5249

Mattagami Region CA
167 Wilson Ave.
Timmins P4N 2T2
705-264-5309

SOUTHWESTERN REGION

Regional Office
1106 Dearness Dr.
London N6E 1N9
519-681-5350

Catfish Creek CA
R. R. 5
Aylmer N5H 2R4
519-773-9605 (Mon. & Thurs.)

Lower Thames Valley CA
100 Thames St.
Chatham N7L 2Y8
519-354-7310

Essex Region CA
10 Talbot St. S.
Essex N8M 1A7
519-776-5209/0

Ausable Bayfield CA
Box 459
Exeter N0M 1S0
519-235-2610

Saugeen Valley CA
R. R. 1
Hanover N4N 3B8
519-364-1255

Upper Thames River CA
Box 6278, Station 'D'
London N5V 5S1
519-451-2800

North Grey Region CA
Box 759
Owen Sound N4K 5W9
519-376-3076

Sauble Valley CA
Box 759
Owen Sound N4K 5W9
519-376-3076

Kettle Creek CA
R. R. 8
St. Thomas N5P 3T3
519-631-1270

Long Point Region CA
Box 525
Simcoe N3Y 4N5
519-426-4623

St. Clair Region CA
205 Mill Pond Cres.
Strathroy N7G 3P9
519-245-3710

Maitland Valley CA
Box 5
Wroxeter N0G 2X0
519-335-3557 (Gorrie)

LAND MANAGEMENT BR LAND ACQUISITION MNR 21
416-965-2738

Land Acquisition Section purchases private *land* for Ministry needs and maintains a computerized *statistical* file of all properties. Provides guidance to the regional and district offices in carrying out effective interim property management of acquired lands until they are put into final use. This Section is also responsible for *crown land* evaluations to ensure fairness and consistency on a provincial basis. Regional and district offices are listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

LAND MANAGEMENT BR MINING LANDS MNR 22
416-965-1380

Mining Lands Section develops methods and standards for management and protection of public lands for *mining* purposes; e.g. claim staking, *Exploratory Licences of Occupation,* permits for *sand* and *gravel* removals, assessment work, leases, etc.

The Province is divided into nine mining divisions and 48 districts that are involved with mining functions. These divisions and districts are under the direction of the Ministry's 8 Regional Directors. The Mining Recorders, who are in charge of the mining divisions are responsible for the administration of *The Mining Act* which involves the staking and recording of mining claims and performance of assessment work. The District Managers, who are in charge of the districts, issue *quarry* permits under The Mining Act for the removal of sand and gravel. They also accept and investigate applications for *licences* to remove sand from beds, banks, beaches or water under The *Beach Protection Act.* These licences are issued by the Minister.

The Mining Recorders are located at the mining division offices listed below. For the 48 district offices and 8 regions, see this Ministry's Field Organization entries, MNR 4 or MNR 6.

808 Robertson St.
Box 5160
Kenora P9N 3X9
807-468-3111
(Kenora Mining Division)

4 Government Rd. E.
P.O. Box 984
Kirkland Lake P2N 1A2
705-567-9241
(Larder Lake Mining Division)

Ontario Government Building
Box 324
Red Lake P0V 2M0
807-727-2250
(Red Lake Mining Division)

75 Elgin St.
Box 669
Sault Ste. Marie P6A 5N2
705-254-6884
(Sault Ste. Marie Mining Division)

P.O. Box 669
Sioux Lookout P0V 2T0
807-737-2100
(Patricia Mining Division)

199 Larch St.
Sudbury P3E 5P9
705-675-4125
(Sudbury Mining Division)

P.O. Box 5000
Thunder Bay P7C 5G6
807-475-1311
(Thunder Bay Mining Division)

60 Wilson Ave.
Timmins P4N 2S7
705-267-1401
(Porcupine Mining Division)
Whitney Block, Rm 1522
99 Wellesley St. W.
Toronto M7A 1W3
416-965-1322
(Eastern Ontario)

LAND MANAGEMENT BR PUBLIC LANDS MNR 23
416-965-2741

The Public Lands Section administers The *Public Lands Act* which is the statutory authority for managing and disposing of rights in *crown* (public) *lands.*

Public land management is the custodianship and protection of the 84% of Ontario that

is crown land outside of provincial parks. It involves controls on land uses and users; protecting land from adverse claims, littering and abuse; and, in unorganized territory, providing public garbage disposal facilities and controlling development on private lands.

Public land disposition is the granting of rights in crown land to individuals or corporations for purposes such as cottaging, farming or for commercial or industrial uses. The crown land needs of other ministries and governments are met through transfer of administration and control of the required sites.

A planning process precedes disposition of crown lands - for example, *lake* planning is done before *cottage* lots are selected and developed.

Public land may be granted for short terms (by various types of leasehold) or permanently (by freehold grant).

The section gives direction to the 8 regions and 48 districts which comprise the Ministry's field organization, and also provides advice to the Minister and senior management on land-related matters.

LAND MANAGEMENT BR RESOURCE ACCESS MNR 24
416-965-5735

The Ministry's *Resource Access Activity* which involves the construction and maintenance of access *roads* to all resources on *Crown lands* managed by the Ministry. For information, contact the regional and district offices listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

LAND MANAGEMENT BR TITLES MNR 25
416-965-1319

The *Titles Section* issues crown leases, *land patents* (crown patents), *licences* of occupation. Can give information (from the Domesday Book) on land that was formerly *crown land.* Maintains acreage *tax* rolls; carries out forfeiture process for patented *mining* lands. All of this data is available at the main office. Coordinates inactive *mine* program which includes hazard identification, enforcement of *safety* requirements, *lien* placement and collection. For information contact the regional and district offices listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

LAND USE COORDINATION BR MNR 26
416-965-2899

The Branch establishes methods and procedures to coordinate planning for the use of *crown land.* Participates in *land use planning* done by other ministries. Coordinates the preparation of *environmental assessments* for the Ministry subject to the *Environmental Assessment Act,* (965-5344). Coordinates the input to and review of plans of *municipalities* and other agencies relative to this Ministry's plans and programs. Coordinates the development and maintenance of the policy and planning systems for the Ministry's Lands and Waters Group. Field offices are responsible for the development and implementation of regional and district land use planning; input into and review of the land use planning of other agencies in both the public and the private sector; and the planning for and implementation of the Ministry's responsibilities under the Environmental Assessment Act. Regional and district offices are listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

OFFICE OF INDIAN RESOURCE POLICY MNR 27
416-965-6045

The Office researches and responds to specific Indian land claims and problems. Keeps the Ministry aware of the possible extent of future *land* claims. Develops Ministry positions and prepares recommendations to Cabinet. Does *research* in consultation with other ministries, the federal government, *Indian Band Councils* and *Native peoples* associations. On the direction of Cabinet, negotiates the settlement of valid land claims with the Indian people involved. Coordinates and/or initiates Ministry policy development that has a significant impact on Native peoples, i.e. wild rice, *hunting* and *fishing* treaty rights, *crown land* allocation, etc.

SURVEYS & MAPPING BR MNR 28
416-965-6225

The Surveys & Mapping Br provides topographic and cadastral descriptions of Ontario's land base. It furnishes cartographic, drafting, graphics and legal *survey* services to the Ministry, and geographical referencing, geographic nomenclature, (place *names), remote sensing* and topographic *mapping* services to the government. The Branch Director is the Surveyor General of Ontario. Branch programs are described individually under the Surveys & Mapping Br entries that follow. Maps are distributed by the Ministry's Public Service Centre, Administrative Services Branch, 965-6511; district offices, listed under this Ministry's Field Organization entries, MNR 4 or MNR 6, can provide information.

SURVEYS & MAPPING BR MAPPING SERVICES MNR 29
416-965-4941

Surveys & Mapping Br, Mapping Services provides information and liaison on Government *mapping* programs and services. It coordinates policy and priorities for Ministry-wide cartographic drafting and graphic services and government-wide Ontario Basic Mapping and Regional Priority Mapping programs. It also furnishes government-wide geographic nomenclature (place *names)* services.

The Basic Mapping Section (965-1208) operates the government-wide Ontario Basic Mapping and Regional Priority programs of topographic mapping designed to *map* Ontario by 1992 and to provide a common base for *geographical referenced* information. Handles contracts with industry for area topographic mapping and with municipalities for urban topographic mapping.

The Cartography Section (965-4941) prepares this Ministry's coloured thematic *maps* including territorial, *parks, hunting* and *fishing* maps, *geological* maps, coloured brochures and graphics, and Ontario's *Electoral District* Maps.

The Drafting Section (965-7108) prepares the Ministry's *land* status index plans (T plans, i.e., *township* or area plans and M plans, i.e., showing *mining* rights, staking claims) and furnishes drafting and graphics services to the Ministry's groups and branches.

The Nomenclature Section (965-6515) maintains official record of *geographical names* of features such as natural lakes, rivers, islands and unincorporated populated places in Ontario, and provides administrative support to *Ontario Geographic Names Board.* It conducts toponymic *surveys* throughout Ontario and furnishes nomenclature information to government agencies and the public.

The Ontario Geographic Names Board (416-755-1141) advises the Minister of Natural

Resources on official *names* that should be applied to *geographical* features and unincorporated populated places in Ontario.

SURVEYS & MAPPING BR REMOTE SENSING MNR 30
416-965-8411

Ontario Centre for Remote Sensing is a service organization within the government that undertakes applied *research* in and promotion of the use of *remote sensing* in Ontario. The Centre analyzes and interprets airborne and spaceborne remotely-sensed data (e.g., aerial *photographs* and other forms of aerial imagery, satellite imagery) in visible, infrared, thermal and radar ranges of the electromagnetic spectrum.

SURVEYS & MAPPING BR SURVEYING SERVICES MNR 31
416-965-4538

The Surveys & Mapping Br, Surveying Services provides information and liaison on surveying and *geographical referencing* services. Coordinates policy, priorities and development of Ministry-wide control *surveys* and legal surveys activities, and government-wide geographical referencing activities.

The Geographical Referencing Section (965-4538) undertakes *research* and development of *geographical referencing* concepts and standards; carries out studies in automated cartography and associated digital information systems; collects and correlates control survey network data for input to the provincial horizontal control data bank (COSINE); maintains the multi-purpose adjustment and analysis program (MANOR); installs precise calibration base lines; publishes specifications and guidelines for horizontal control *surveys*.

The Survey Section (965-2714) appoints and instructs surveyors to make municipal *surveys* and Crown re-surveys under the *Surveys Act;* examines plans, conducts public hearings and confirms disputed lost lines, *boundaries* or corners; examines plans of survey for alienation of *crown land;* maintains custody of plans and field notes of original Crown surveys (a *Library* at Rm. 6645, Whitney Block, Queen's Park, is open to the public) and provides expertise on their interpretation. Administers agreements for the performance of coordinate surveys; undertakes legal surveys for the Ministry. Under the Surveys Act, *financial assistance* (maximum $5,000 per survey in any one year) is provided to *municipalities* undertaking a municipal survey.

MINERAL RESOURCES GROUP

MINERAL RESOURCES BR MNR 32
416-965-1559

The Branch develops and administers *mineral* resources policies. Maintains *statistics* on mineral economics (965-1016) and determines availability of resources such as *metals,* industrial minerals and nonmetals. Issues precious metals *refinery licences.* The Branch administers the *Pits & Quarries Control Act* (965-3127) and Section 113 of the *Mining Act.* Contact district offices listed under this Ministry's Field Organization entries, MNR 4 or MNR 6.

The Mine Tax Assessment Section (965-1062) issues annual *assessment (tax)* notices to Ontario *mining* companies on the basis of profit. Administers the *Mining Tax Act.*

ONTARIO GEOLOGICAL SURVEY MNR 33
77 Grenville St., 11th Floor
Toronto M5S 1B3
416-965-0190

Provides information on the *geology* and *mineral* resources of Ontario to encourage mineral resource exploration, to provide a basis for *land-use planning,* and to aid in the development of non-renewable resource policies. Activities include geological, geophysical, and geochemical *surveys;* mineral deposit studies; geochronology studies; development of new exploration techniques; and presentation of classes and lectures on minerals and *rocks.* The *Geoscience Laboratories* (965-1337), provide identification, chemical analyses, and assays of mineral, rock, and ore samples. The Branch administers the *Geoscience Research Grants Program* (965-1546) to aid geoscience research at Ontario universities.

The Mines *Library* (965-1352) serves Ministry staff, the mining industry, and the general public (by special arrangement) but offers reference service only. The Library contains publications on *geology, mining,* and *mineral* resources. Its holdings include reports of the Ontario Department of Mines from 1891, the Geological Survey of Canada from 1845, other provincial Departments of Mines, the United States Geological Survey, and selected material on geochemistry, geophysics, and areal geology for Precambrian regions of the world. Special indexes, bibliographies, and abstracts enable users to research most earth science topics. The Library subscribes to over 200 journals and newspapers and has a large collection of geological and aeromagnetic *maps* of Ontario. Photocopies are provided at a nominal charge and a monthly accession list is circulated to staff and outsiders by request.

The *Assessment Files Research Office* (965-6139) provides access to: exploration reports and drill-hole logs, mineral deposit data and a computer based geoscience index.

Geological Field Offices administered by the Ministry's Regional Offices provide local consultative services to government, industry, and the public on the geology and mineral deposits of their region. A regional library of published and unpublished geoscience information is maintained in each Office, including reports of the Ontario Geological Survey and Mineral Resources Branch, reports of other government agencies, records of exploration activity submitted for assessment work credit, company prospectuses, and reports from the files of the Ontario Securities Commission. There are fifteen geological field offices throughout the Province:

Box 500
Bancroft K0L 1C0
613-332-3940

Temiskaming Testing Laboratory
Presley St.
Cobalt P0J 1C0
705-679-8313

Brendale Square
Huntsville P0A 1K0
705-789-9611

South Boundary Rd.
Kemptville K0G 1J0
613-258-3413

808 Robertson St.
Kenora P9N 3X9
807-468-3111

4 Government Rd. E.
Kirkland Lake P2N 1A2
705-567-5242

458 Central Ave.
London N6B 2E5
519-433-8431

Box 860
Red Lake P0V 2M0
807-727-2252

10670 Yonge St.
Richmond Hill L4C 3C9
416-884-9203

69 Church St.
Sault Ste. Marie P6A 5L5
705-942-1414

Box 1089
Sioux Lookout P0V 2T0
807-737-1291

199 Larch St., 10th Fl.
Sudbury P3E 5P9
705-675-4128

435 James St. S.
Thunder Bay P7C 5G6
807-475-1331

60 Wilson Ave.
Timmins P4N 3W2
705-267-1401

Metcalf St.
Tweed K0K 3J0
613-478-2330

OUTDOOR RECREATION GROUP

FISHERIES BR MNR 34
416-965-7883

Fisheries Branch coordinates *fisheries* regulations across the province through preparation, interpretation and legislation. Main office provides support and guidance to regional and district offices by providing: expertise in biology, sociology, economics, computerized data, legislation and administration as it relates to fisheries management; special services such as program evaluation, priority setting and policy formulation; planning, programming and auditing provincial *fish* culture operations to meet the need for resource management and recreational fishing. Also assigns production targets and distribution schedules for provincial hatcheries and develops and implements the policy that affects fish habitat and its management.

Regional offices are responsible for coordinating and implementing Ministry programs assigned to that region which are to be delivered through the Ministry field organization. The offices set regional priorities and allocate resources in accordance with approved policies and programs and provide support services and management information for the districts.

District offices are responsible for fisheries program delivery and the enforcement of legislation. They recommend changes in policies, programs or standards. The District offices provide information on hatcheries and sanctuaries, farm ponds, *permits* and special *licences, fishing* conditions and regulations, open seasons, fish identification and conservation. For a listing of regional and district offices, fish assessment units and fish culture centres, see this Ministry's Field Organization entries, MNR 4 or MNR 6. The Fisheries Research Stations are also listed there under Year Round Work Centres.

NATURAL RESOURCES LIBRARY MNR 35
416-965-6319

The Natural Resources *Library* at Queen's Park and the *Research Library* in Maple (416-832-2761) are part of the Outdoor Recreation Group. They serve Ministry staff, other libraries, and members of the public working on special projects in the natural resources for which material is not available elsewhere. The public may use material for reference only. The Library operates the *Ministry reading room* to provide public access to all publications, statutes, regulations, and most manuals and internal procedures used by the Ministry.

PROVINCIAL PARKS & RECREATIONAL AREAS MNR 36
BR
416-965-2745

Provincial Parks and Recreational Areas Br manages provincial *parks, canoe* routes, *water* access points, *snowmobile* trails, *waterfowl hunting* areas. Also manages park *campgrounds,* trails and concessions. Cooperates with federal government and municipalities in planning parks and provides *financial assistance* to municipalities for park development. Develops and coordinates provincial parks planning and other public *recreation* facilities. Assists other government and private agencies with related planning. *Films* on provincial parks are available. Provincial parks information and films can be obtained from the Ministry's regional and district offices or by writing to this Branch. In Toronto call: 965-3081 for parks information 967-0427 for park vacancy reports in the summer.

Listed alphabetically below are provincial parks and the corresponding district offices and telephone numbers. See this Ministry's Field Organization entries, MNR 4 or MNR 6, for the full addresses of the regional and district offices.

Aaron
807-223-3341
(Dryden District)

Algonquin
705-637-2780
(Algonquin Park District)

Antoine
705-474-5550
(North Bay District)

Arrowhead
705-645-5244
(Bracebridge District)

Awenda
705-728-2900
(Huronia District)

Balsam Lake
705-324-6121
(Lindsay District)

Bass Lake
705-728-2900
(Huronia District)

Batchawana Bay
705-949-1231
(Sault Ste. Marie District)

Blue Lake
807-223-3341
(Dryden District)

Bon Echo
613-478-2330
(Tweed District)

Bonnechere
613-732-3661
(Pembroke District)

Bronte Creek
519-658-9356
(Cambridge District)

Caliper Lake
807-274-5337
(Fort Frances District)

Carillon
613-933-1774
(Cornwall District)

Carson Lake
613-732-3661
(Pembroke District)

Charleston Lake
613-342-8524
(Brockville District)

Chutes
705-869-1330
(Espanola District)

Craiglieth
519-376-3860
(Owen Sound District)

Cyprus Lake
519-376-3860
(Owen Sound District)

Darlington
705-324-6121
(Lindsay District)

Devil's Glen
705-728-2900
(Huronia District)

Driftwood
705-637-2780
(Algonquin Park District)

Earl Rowe
705-728-2900
(Huronia District)

East Sister Island
519-354-7340
(Chatham District)

Emily
705-324-6121
(Lindsay District)

Esker Lakes
705-642-3222
(Kirkland Lake District)

Fairbank
705-522-7823
(Sudbury District)

Fathom Five
519-376-3860
(Owen Sound District)

Ferris
613-354-2173
(Napanee District)

Finlayson Point
705-569-3622
(Temagami District)

Fitzroy
613-822-2525
(Ottawa District)

Five Mile Lake
705-864-1710
(Chapleau District)

Frontenac Park
613-354-2173
(Napanee District)

Fushimi Lake
705-362-4346
(Hearst District)

Gibson River Nature Reserve
705-728-2900
(Huronia District)

Greenwater
705-272-4365
(Cochrane District)

Grundy Lake
705-746-4201
(Parry Sound District)

Halfway Lake
705-522-7823
(Sudbury District)

Holiday Beach
519-354-7340
(Chatham District)

Inverhuron
519-376-3860
(Owen Sound District)

Inwood
807-475-1511
(Thunder Bay District)

Ipperwash
519-354-7340
(Chatham District)

Iroquois Beach
519-773-9241
(Aylmer District)

Ivanhoe
705-864-1710
(Chapleau District)

John E. Pearch
519-773-9241
(Aylmer District)

Kakabeka Falls
807-475-1511
(Thunder Bay District)

Kap-kig-iwan
705-642-3222
(Kirkland Lake District)

Kettle Lakes
705-267-7951
(Timmins District)

Killarney
705-522-7823
(Sudbury District)

Killbear
705-746-4201
(Parry Sound District)

Klotz Lake
807-854-1030
(Geraldton District)

Lake Nipigon
807-887-2120
(Nipigon District)

Lake of the Woods
807-274-5337
(Fort Frances District)

Lake on the Mountain
613-354-2173
(Napanee District)

Lake St. Peter
613-332-3940
(Bancroft District)

Lake Superior
705-856-2396
(Wawa District)

Lady Evelyn
705-569-3622
(Temagami District)

Long Point
519-426-7650
(Simcoe District)

MacGregor Point
519-376-3860
(Owen Sound District)

MacLeod
807-854-1030
(Geraldton District)

Mara
705-728-2900
(Huronia District)

Mark S. Burnham
705-324-6121
(Lindsay District)

Marten River
705-474-5550
(North Bay District)

Matawatchan Nature Reserve
613-732-3661
(Pembroke District)

Mattawa River
705-474-5550
(North Bay District)

McRae Point
705-728-2900
(Huronia District)

Middle Falls
807-475-1511
(Thunder Bay District)

Mikisew
705-645-5244
(Bracebridge District)

Missinaibi
705-864-1710
(Chapleau District)

Mississagi
705-356-2234
(Blind River District)

Murphy's Point Park
613-259-2942
(Lanark District)

Nagagamisis
705-362-4346
(Hearst District)

Neys
807-825-3205
(Terrace Bay District)

North Beach
613-354-2173
(Napanee District)

Oastler Lake
705-746-4201
(Parry Sound District)

Obatanga
705-856-2396
(Wawa District)

Ojibway
807-737-1140
(Sioux Lookout District)

Ojibway Prairie Nature Reserve
519-354-7340
(Chatham District)

Ouimet Canyon
807-475-1511
(Thunder Bay District)

Pakwash
807-727-2253
(Red Lake District)

Pancake Bay
705-949-1231
(Sault Ste. Marie District)

Peters Woods Nature Reserve
705-324-6121
(Lindsay District)

Petroglyphs
613-332-3940
(Bancroft District)

The Pinery
519-354-7340
(Chatham District)

Point Farms
519-357-3131
(Wingham District)

Polar Bear
705-336-2987
(Moosonee District)

Port Bruce
519-773-9241
(Aylmer District)

Presqu'ile
613-354-2173
(Napanee District)

Quetico
807-597-6971
(Atikokan District)

Rainbow Falls
807-825-3205
(Terrace Bay District)

Remi Lake
705-335-6191
(Kapuskasing District)

Restoule
705-474-5550
(North Bay District)

Rideau River
613-822-2525
(Ottawa District)

Rock Point
416-892-2656
(Niagara District)

Rondeau
519-354-7340
(Chatham District)

Rushing River
807-468-9841
(Kenora District)

Samuel de Champlain
705-474-5550
(North Bay District)

Sandbanks
613-354-2173
(Napanee District)

Sandbar
807-934-2233
(Ignace District)

Sauble Falls
519-376-3860
(Owen Sound District)

Selkirk
519-426-7650
(Simcoe District)

Serpent Mounds
705-324-6121
(Lindsay District)

Sharbot Lake
613-478-2330
(Tweed District)

Sibbald Point
416-832-2761
(Maple District)

Sibley
807-475-1511
(Thunder Bay District)

Silent Lake
613-332-3940
(Bancroft District)

Silver Lake
613-259-2942
(Lanark District)

Sioux Narrows
807-468-9841
(Kenora District)

Six Mile Lake
705-728-2900
(Huronia District)

South Nation
613-933-1774
(Cornwall District)

Springwater
705-728-2900
(Huronia District)

Sturgeon Bay
705-746-4201
(Parry Sound District)

The Shoals
705-864-1710
(Chapleau District)

Tidewater
705-336-2987
(Moosonee District)

Trillium Woods Nature Reserve
519-773-9241
(Aylmer)

Turkey Point
519-426-7650
(Simcoe District)

Wakami
705-864-1710
(Chapleau District)

Wasaga Beach
705-728-2900
(Huronia District)

Waubashene Beaches Nature Reserve
705-728-2900
(Huronia District)

Wheatley
519-354-7340
(Chatham District)

White Lake
705-856-2396
(Wawa District)

Winisk Park
807-854-1030
(Geraldton District)

Windy Lake
705-522-7823
(Sudbury District)

PROVINCIAL PARKS COUNCIL MNR 37
Chairman
Environmental Studies Bldg.
Rm 214, University of Waterloo
Waterloo N2L 3G1
519-885-1211, Ext. 2762

Advises the Minister of Natural Resources on policy, planning, development and management of Ontario provincial *parks* in relation to Ontario's changing *recreational* needs. Monitors and makes recommendations on the implementation of *Algonquin Park Master Plan.* The Coordinator who handles Ministry of Natural Resources involvement with the Council is located at:

Room 3331
Whitney Block
Queen's Park
Toronto M7A 1W3
416-965-2745

WILDLIFE BR MNR 38
416-965-4251

Wildlife Branch manages Ontario's *wildlife* resource programs including habitat; develops and recommends wildlife programs and policy; recommends related laws and regulations; plans programs to manage wildlife including moose, deer, bear, upland game, *waterfowl,* non-game and endangered species, and all flora and fauna excluding fish. Measures hunter participation and harvest; develops *hunting* seasons. The Research Section at Maple conducts *research* on wildlife ecology, diseases, and species and animal behaviour:

Wildlife Research
Ministry of Natural Resources
Dufferin St.
Maple L0J 1E0
416-832-2761

The Policy Development Section (416-965-7641) develops policy and options; reviews *land use planning* and resources development in Ontario to ensure that *wildlife* interests are considered. Administers the *federal-provincial* agreement to develop Ontario's renewable natural resources for the improvement of the socio-economic status of *Native peoples.* The Branch can answer questions about *wild rice* harvesting.

The Wildlife Services Section (416-965-3345) coordinates the provincial *fur* management program and the hunter education program (965-4251), certifies hunter education instructors, and coordinates training courses for Ministry *hunting licence* examiners. *Wildlife Surveys and Records* (965-7054) verifies lost hunting licences and hunter examination certificates and carries out surveys of hunters and public interest in wildlife.

Wildlife Extension Section provides educational and informational services on Branch programs, maintains liaison with user and special interest groups, monitors land use patterns and works with landowners to facilitate private land management for wildlife, and interprets wildlife management and use to the public.

Wildlife staff members are located in Ministry district offices throughout the Province to provide local services such as: *wildlife* law enforcement; advice on nuisance wildlife control; *licensing* of *trappers,* hunter education instructors, hunters, and other persons who require permits for activities involving wildlife; information on *hunting* and other wildlife-based recreational opportunities in the areas for which they are responsible. District offices are listed under Ministry of Natural Resources, Field Organization.

AGENCIES

ALGONQUIN FORESTRY AUTHORITY MNR 39
11 Main St. W.
P.O. Box 1198
Huntsville P0A 1K0
705-789-9647

Algonquin Forestry Authority in Huntsville, Ontario is a crown corporation responsible for harvesting *timber* in *Algonquin Provincial Park* and for supplying logs to designated mills. It operates under a volume agreement with the Ministry of Natural Resources. The Algonquin Forest Authority has offices in Toronto and Pembroke:

Chairman's Office
203 College St., 5th Flr.
Toronto M5T 1P9
416-965-3310

Area Supervisor
84 Isabella St., P.O. Box 786
Pembroke, K8A 6X9
613-735-0173

CANADA-ONTARIO RIDEAU-TRENT-SEVERN SECRETARIAT MNR 40
340 George St. N.
Peterborough K9H 7E8
705-743-9311

Coordinates implementation of the Canada-Ontario Rideau-Trent-Severn (CORTS) agreement signed in February, 1975 by the federal Minister of Indian Affairs and Northern Development and the provincial Minister of Natural Resources. The agreement provides for coordinated planning and development of the recreational *land* corridor and *waterway* between Ottawa and Georgian Bay. Objectives include a *pollution* free environment, adequate public *recreation* areas and adequate commercial and private development.

MINING AND LANDS COMMISSIONER MNR 41
Mowat Block, Room 569
Toronto M7A 1A2
416-965-1824

Exercises administrative and judicial duties under *The Mining Act,* The *Mining Tax Act,* 1972, The *Beach Protection Act* and duties of the Minister of Natural Resources, assigned by regulation. Examples of such jurisdiction are extension orders, the granting of relief from forfeiture, disputes, hearing of *appeals, easements* and vesting orders. Application forms and supporting abstracts for applications for extension orders and *licence* renewals may be obtained from the Ministry's nine mining recorders, listed under Min. of Natural Resources, Land Management Br. Other applications should be made through the Mining and Lands Commissioner, Queen's Park. Notices of appeal under The Mining Act are required by that Act to be filed with the mining recorder. Where practicable, hearings are arranged in local court houses.

NIAGARA PARKS COMMISSION MNR 42
Administration Bldg.
Box 150
Niagara Falls L2E 6T2
416-356-2241

Operates a 56 kilometre system of parks along the Niagara River including *recreation* areas, scenic attractions, *historic sites*. The Niagara Parks Commission also runs a *horticultural* school.

ST. CLAIR PARKWAY COMMISSION MNR 43
P.O. Box 700
Corunna N0N 1G0
519-862-2291

The Commission is responsible for the establishment of a parkway along the St. Clair River from Point Edward on Lake Huron to Mitchell's Bay on Lake St. Clair. The St. Clair Parkway Commission is a joint program of *parks* and *recreation* development by the Province of Ontario, County of Lambton, County of Kent, City of Chatham and the City of Sarnia.

ST. LAWRENCE PARKS COMMISSION MNR 44
Morrisburg K0C 1X0
613-543-2951

Operates and maintains *parks, campgrounds* and *historic sites* from the Ontario-Quebec border to 48 km west of Kingston on Highway 33. Historic sites are *Old Fort Henry* at Kingston and *Upper Canada Village,* 11 km east of Morrisburg. Other facilities include a *Wildfowl* Sanctuary, an 18 hole golf course, a paved air strip, a *railroad museum,* nature trails and Pioneer and Loyalist memorials. Winter *recreation* facilities include cross-country skiing, snowmobiling, tobogganing, snowshoeing. A *maple sugar bush* is located in Crysler Park. Skating and horse drawn sleigh rides are available at Upper Canada Village. A marina and riding stable are operated as concessions on Commission lands. The addresses of the historic sites are:

Old Fort Henry
P.O. Box 213
Kingston K7L 4V8
613-542-7388

Upper Canada Village
P.O. Box 740
Morrisburg K0C 1X0
613-543-2911
Planning and Development Section 613-543-2335
Service Area (Crysler Park) 613-543-2022

WASAGA PARK PROJECT MNR 45
Box 183
Wasaga Beach L0L 2P0
705-429-2516

As part of a broader program of conserving areas containing unique natural resources and providing for public access to a large, high quality natural beach, the province has undertaken the development of a year-round *recreational* community at Wasaga Beach. This inter-ministry project involves integrated planning by Treasury & Economics, Inter-

gov't. Affairs, Transportation & Communications, Environment, Natural Resources, Housing, Industry & Tourism. The second 5-year phase involving *financial assistance* to the Town of Wasaga Beach for the construction of arterial road improvements and installation of sewage and water facilities commenced in 1978-79 upon Cabinet approval. The Ministry of Natural Resources coordinates the project.

MINISTRY OF NORTHERN AFFAIRS

10 Wellesley St. E.
Toronto M4Y 1G2
(Location Exceptions Noted)

The Ministry of Northern Affairs represents a commitment by the Ontario government to the residents of northern Ontario. Its aim is to help overcome the obstacles faced by a relatively dispersed population living in a very large geographic area and to provide services and access to the government comparable with those available in the rest of the province.

The Ministry exercises its mandate by coordinating the programs and policies of other ministries and by providing supplementary funding where it is deemed necessary. In this way it ensures that the special needs of northerners are addressed by the government.

Northern Affairs undertakes projects that cover a wide spectrum including, but not restricted to: transportation; telecommunications; health; social services; public utilities; energy conservation; geological, environmental, agricultural and marketing projects and studies; arts promotion; tourism and industrial development; and general economic development. A key aim of the Ministry is to bring government closer to the people it serves and to act quickly and effectively in response to their needs. The Ministry has responsibility for the following Acts of the Ontario Legislature: The Ministry of Northern Affairs Act, The Ontario Northland Transportation Commission Act and The Local Services Boards Act.

MINISTRY ORGANIZATION MNA 1

While the Ministry has an office located in Toronto, much of the Ministry business is carried out on a day-to-day basis in *northern Ontario.* Regional offices, each headed by an Assistant Deputy Minister, are located in Sault Ste. Marie in the northeast and Kenora in the northwest. These offices, together with two subsidiary area offices in Sudbury and Thunder Bay, aim to identify problems and coordinate their resolution by bringing together the local interests and the provincial ministries concerned. In Toronto are the Minister's and Deputy Minister's offices and the Planning and Administrative Division, which contains the following branches: Information Services, Financial and Program Planning, Policy Development, and Administrative Support Services. Each Regional Office comprises a Community Relations Branch, located at the regional office, and a Regional and Community Development Branch, housed in the respective Area Office. In turn, the Community Relations Branches contain the local offices of the Ministry, which are found in 29 key communities across the north. Branch functions (including a list of Northern Affairs Offices) are described separately under the entries that follow. Regional and Area offices are listed below:

Northeastern Regional Office
421 Bay St., Ste. 301
Sault Ste. Marie P6A 1X3
705-942-0100

Northeastern Area Office
199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4441

Northwestern Regional Office
12 Main St. S.
Kenora P9N 1S7
807-468-3135

Northwestern Area Office
435 James St. S.
P.O. Box 5000
Thunder Bay P7E 6E3
807-475-1585

COMMUNITY RELATIONS BR MNA 2

The Ministry of Northern Affairs has two Community Relations Branches, located in Sault Ste. Marie and Kenora. They administer a network of 29 Northern Affairs 'storefront' offices, each staffed by an officer and clerical assistant, located in communities throughout northern Ontario. The role of the Northern Affairs Officer is to act as a contact point for government in northern communities and to attempt to solve problems for people who are removed from service points.

In many cases the Northern Affairs Officer's task is to function as a coordinator; in others it is to point the client to the appropriate government contact. He acts as the official agent for some other ministries' programs and is the central reference point for other federal, provincial and municipal departments, ministries, or agencies.

The Ministry operates an extensive telex network to speed the flow of information, particularly from the local offices to the regional offices and Toronto, and vice versa. In Toronto there are two liaison officers who answer requests for the northern offices and who contact the central offices of other ministries, departments and agencies.

Northern Affairs Officers assist *unorganized communities* (communities with no municipal government under the Municipal Act) in establishing *Local Services Boards.* These communities are unique to northern Ontario and a Local Services Board is a legally constituted body of members elected to act on behalf of the residents of an unincorporated community to ensure that basic services such as water supply, fire protection, sewage disposal, street lighting, garbage collection or recreational programs are provided on a continuing basis. Capital expenditures for the purchase of equipment or facilities necessary for such projects are made by the Ministry through the *Isolated Communities Assistance Fund.* Establishment of a Local Services Board is optional, as are the services it may choose to offer. Upon the establishment of a board, a community is eligible for an operating *subsidy* from the Ministry, providing the community raises half the budgeted costs.

The nearest Northern Affairs office can be reached from outlying communities without charge throughout northern Ontario by dialing the operator and asking for Zenith 33160.

Community Relations Branch offices are as follows:

NORTHEASTERN ONTARIO

Community Relations Br.
421 Bay St., Ste. 301
Sault Ste. Marie P6A 1X3
705-942-0100

NORTHWESTERN ONTARIO

Community Relations Branch
12 Main St. S.
Kenora P9N 1S7
807-468-3135

NORTHERN AFFAIRS OFFICES

Northeastern Ontario

13 Lawton St.
Blind River P0R 1B0
705-356-2226

3 Birch St.
Chapleau P0M 1K0
705-864-1515

161 Sixth Ave.
Cochrane P0L 1C0
705-272-4274

10 Brunswick Walk
Elliot Lake P5A 2A8
705-848-7133

Espanola Mall, Hwy 68 S.
Espanola P0P 1C0
705-869-1532

Northern Seasons Motel
915 George St.
Hearst P0L 1N0
705-362-4358

253 Ambridge Drive
Iroquois Falls P0K 1E0
705-232-4001

Model City Mall
Kapuskasing P5N 2E7
705-335-6008

32A Prospect Ave.
Kirkland Lake P2N 3K1
705-567-3291

P.O. Box 128, King & Young
Mindemoya P0P 1S0
705-377-5396

Box 307
Moosonee P0L 1Y0
705-336-2991

310 Whitewood Ave.
New Liskeard P0J 1P0
705-647-7391

267 Main St. W.
North Bay P1B 2T8
705-472-3911

444 Queen St. E.
Sault Ste. Marie P6A 1Z7
705-254-6623

191 Main St.
Sturgeon Falls P0H 1G0
705-753-2900

199 Larch St., 1st Flr.
Sudbury P3E 5P9
705-675-4451

60 Wilson Ave.
Timmins P4N 2S7
705-267-1401

55 Broadway Ave.
Wawa P0S 1K0
705-856-2354

NORTHERN AFFAIRS OFFICES

Northwestern Ontario

23 Marks St.
Atikokan P0T 1C0
807-597-2701

18 King St.
Dryden P8N 1B1
807-223-5231

529 Mowat Ave.
Fort Frances P9A 1Z1
807-274-5329

303 Main St.
Geraldton P0T 1M0
807-854-0266

200 Beaver St.
Ignace P0T 1T0
807-934-2260

12 Main St. S.
Kenora P9N 1S7
807-468-5548

Penninsula Bldg.
Marathon P0T 2E0
807-229-1153

408 Atwood Ave.
Rainy River P0W 1L0
807-852-3287

Prov. Bldg., 2nd Flr.
Sioux Lookout P0V 2T0
807-737-1318

242 Howey St.
Red Lake P0V 2M0
807-727-2870

428 E. Victoria Ave.
Thunder Bay P7C 1A5
807-475-1425

REGIONAL & COMMUNITY DEVELOPMENT BR MNA 3

Regional and Community Development Branches are located in Sudbury and Thunder Bay (addresses listed below). These Branches work with northern communities and other ministries in planning development strategies to improve conditions and to respond to local and regional needs throughout *northern Ontario*. Operationally, the Ministry has four main areas of interest: *transportation* and *communications;* community infrastructure; *economic* development; and improvement of the quality of life.

Activities within *transportation* and *communications* include setting the priorities and funding the highway construction program and the remote *airports* program in northern Ontario and, through the Ontario Northland Transportation Commission, providing rail, bus, airline, ferry and telecommunications services.

Community priority activities include *financial assistance* for construction of water mains and sewage systems and the development of industrial parks. Special assistance has been provided for communities undergoing severe economic dislocation or unusually rapid growth.

Funds are also made available to encourage resource development. Scientific studies, experimental hydro-electric and solar heating projects and alternative or novel energy recovery programs are undertaken. Regional economic development is stimulated through research, strengthening of industrial activity, promotion of tourism and the expansion of agriculture.

The Ministry contributes funds for a range of social and medical services, such as minimal care facilities for the elderly, medical and dental clinics, and bursaries for medical and dental students, audiologists and speech pathologists. An air ambulance service will start in 1981.

The Ministry of Northern Affairs takes a keen interest in improving the quality of life, and in this regard is involved in promoting the arts, providing funds for special projects to educational institutions and upgrading sports and recreational facilities. The Ministry is also encouraging the expansion of television services for residents of the north.

Northeastern Area Office
199 Larch St., 4th Flr.
Sudbury P3E 5P9
705-675-4441

Northwestern Area Office
435 James St. S.
P.O. Box 5000
Thunder Bay P7E 6E3
807-475-1585

PLANNING & ADMINISTRATION DIVISION

ADMINISTRATIVE SUPPORT SERVICES MNA 4
416-965-0288

Administrative Support Services provides direct services to the Toronto office and gives direction and support to regional administrative support staff as required. It develops and maintains the Ministry's *records management* plan, coordinates the Ministry's *youth employment* program and is responsible for personnel within the Ministry. Administrative Support Services maintains a liaison with the Ministry of Transportation and Communications which provides other coordinated administrative services.

FINANCIAL & PROGRAM PLANNING BR MNA 5
416-965-1669

Located in the Toronto office, the Financial and Program Planning Br develops program strategies and plans in support of the *economic* development of northern Ontario. It prepares long range financial forecasts and annual estimates for the Ministry. During the fiscal year it monitors and controls expenditures, and prepares financial reports and submissions for the Ministry and other agencies as required. The Branch also does program planning for the Ministry, including the preparation of multi-year plans, management-by-results reports and program evaluation.

INFORMATION SERVICES BR MNA 6
416-965-7577

The Information Services Branch informs the public, client groups and the news media about the Ministry's activities. It establishes communications policy for the Ministry, advises other branches on communications problems and provides support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials. The Branch also operates a *library* where books, periodicals, *films* and other materials dealing specifically with northern Ontario are available. The library operates the Ministry *reading room* in accordance with government freedom-of-information policy. It provides public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry. Besides those in the Toronto office, there are information officers in the two Regional offices at Sault Ste. Marie and Kenora, and the Area office at Thunder Bay. These field information officers are attached to the Community Relations Branch of the Ministry. Addresses are listed under separate headings.

POLICY DEVELOPMENT BR MNA 7
416-965-1417

The Policy Development Br works with other branches and other ministries to devise new policy initiatives to improve the *economic* and social conditions in *northern Ontario*. It maintains policy liaison within the Ministry and across the government, establishes priorities for *research* and policy development and monitors the effectiveness of government policies in the north.

AGENCIES

ONTARIO NORTHLAND TRANSPORTATION COMMISSION MNA 8
195 Regina St.
North Bay P1B 8L3
705-472-4500

The Ministry of Northern Affairs provides *rail, bus, ferry, air* and *telecommunications* services to northern Ontario through the Ontario Northland Transportation Commission.

Land *transportation* services include rail, bus and highway transport. *Rail* passenger services include the *Polar Bear Express* between Cochrane and Moosonee, the *Northlander* between Toronto and Timmins, a passenger train between North Bay and Cochrane, and a mixed passenger-freight train between Cochrane and Moosonee. Bus services are regularly scheduled between Toronto and North Bay and throughout northeastern Ontario. Charter and tour services can also be arranged.

Rail freight services are provided between North Bay and other points in northeastern Ontario. Highway freight services are the responsibility of Star Transfer Limited, a subsidiary of the ONTC that operates throughout northeastern Ontario and south to Toronto. Another subsidiary, Ontario Northland Express Services, makes available LCL (less than carload lot) deliveries from six terminals located at New Liskeard, Kirkland Lake, Noranda, Timmins, Cochrane and Moosonee.

The Commission operates the provincially owned airline, *norOntair,* which operates between small communities and major airports in the north and serves as a feeder for Air Canada and Nordair. The latter airlines provide reservation facilities.

A passenger, car and truck *ferry,* the *M.S. Chi-Cheemaun,* is operated by the Owen Sound Transportation Company, a subsidiary of the ONTC, between Tobermory on the Bruce Penninsula and South Baymouth on Manitoulin Island during the summer months. The Marine Services Department of the ONTC operates the Chief Commanda, a cruise *boat,* on Lake Nipissing from spring until fall, and a contract operator, Two Bay Enterprises Ltd. manages a freight and passenger service between Moosonee and Moose Factory Island during the same period.

The ONTC provides the following *telecommunications* services in northeastern Ontario: long distance telephone, private wire voice and teletype, commercial telegraph, radio and television transmission, mobile radio, special communications and local telephone. Consumer electric power is also available through the ONTC in Winisk and Fort Severn.

A further activity of the Commission is the operation of a goose *hunting* camp for six weeks each fall, east of Moosonee on the Harricanaw River.

Toronto Passenger Sales Office
805 Bay St.
Toronto M5S 1Y9
416-965-4268

Toronto Transportation & Marketing Office
805 Bay St.
Toronto M5S 1Y9
416-965-6388

Star Transfer Limited
391 Creditstone Road
Concord L4K 1B1
416-661-2700

Star Transfer Limited
740 Pine St. S.
Timmins P4N 7G6
705-264-2221

ONTC Express Services
195 Regina St.
North Bay P1B 8L3
705-472-4500, Ext. 234

ONTC Express Services
Toronto Transportation & Marketing Office
805 Bay St.
Toronto M5S 1Y9
416-965-6388

Owen Sound Transportation Company
Owen Sound N4K 5P5
519-376-6601
(Tobermory terminal-no direct dialing, ask operator for Tobermory 2212)
(South Baymouth Terminal-705-859-3161)

ONTC Marine Services
195 Regina St.
North Bay P1B 8L3
705-472-4500

Two Bay Enterprises Limited
Moosonee P0L 1Y0
705-336-2944

ONTC Telecommunications
1500 Fisher St.
Northgate Square
North Bay P1B 2H3
705-472-4500, Ext. 331

MINISTRY OF REVENUE

77Bloor St. W.
Toronto M7A 1X8
(Location Exceptions Noted)

The Ministry of Revenue administers the major taxing statutes of Ontario (such as The Corporations Tax Act, The Gasoline Tax Act, The Tobacco Tax Act, The Retail Sales Tax Act and The Land Transfer Tax Act). It conducts property assessments to provide the tax base for Ontario municipalities. It directs the Ontario Tax Credit program, the Guaranteed Annual Income System (GAINS), Ontario Property and Sales Tax Grants for Senior Citizens and the Small Business Development Corporations Program. It also operates the Province of Ontario Savings Office.

DEPUTY MINISTER'S OFFICE

AUDIT SERVICES BR — REVENUE 1
416-965-5275

Audit Services Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

FINANCE & PRIORITIES PLANNING BR — REVENUE 2
416-965-9243

Finance & Priorities Planning Branch is responsible for developing the Ministry financial and resource plan (ZBB). Prepares and coordinates the Ministry estimates through all stages. Develops and administers the Ministry operational performance and control (MBR). Maintains the Ministry resource utilisation and control system and reallocates resources as necessary. Acts as the Ministry liaison point with central agencies especially Management Board. Assists the Deputy Minister and other senior management by providing management information and support.

LEGAL SERVICES BR — REVENUE 3
416-965-1264

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Branch is responsible to the Attorney General's Office.

SUPPORT SERVICES DIVISION

ADMINISTRATIVE & FINANCIAL SERVICE BR — REVENUE 4
416-965-2907

Administration Section (965-2907) provides the Ministry with purchasing, storage, mailing, security and other central services.

Finance Section (965-1706) processes accounts payable and provides accounting services for all expenditures including payroll and employee benefits.

COMMUNICATIONS SERVICES REVENUE 5
416-965-2099

Communications Services informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. It provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

Participates in development of Ministry french language and customer service programs. Maintains a newspaper clipping service and *library* (965-3892) covering aspects of *tax, property assessment, public finance,* legislation and government and *business* administration. The Public Information Centre (Ministry *reading room),* attached to the library, provides public access to all Ministry publications, statutes, regulations, and most manuals and internal procedures used by the Ministry.

MANAGEMENT SYSTEMS BR REVENUE 6
416-965-5891

This Branch provides services and studies in data and word processing, business systems, forms control and design, and records management. In addition, it acts in a management consulting capacity, providing assistance to other branches in the area of planning, designing and implementing computer systems.

OSHAWA RELOCATION UNIT REVENUE 7
416-965-8169

The Unit is responsible for planning, coordinating and implementing Operation Oshawa, the plan for the relocation of the Ministry's head office functions to Oshawa in 1982.

PERSONNEL SERVICES BR REVENUE 8
416-965-1788

Personnel Services Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Services Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU). The Branch also plans, develops and coordinates the Affirmative Action Program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

REVENUE PROGRAM

CORPORATIONS TAX BR REVENUE 9
77 Bloor St. W.
Toronto M7A 1Y1
416-965-1160

Corporations Tax Br administers the *Corporations Tax Act* which deals with corporations income tax (based on taxable income) and capital tax (based on taxable paid-up capital),

consents to revive or surrender charters or to dissolve a corporation voluntarily, and also deals with the special tax on *insurance* companies based on taxable insurance premiums.

GUARANTEED INCOME & TAX CREDIT BR REVENUE 10
77 Bloor St. W.
Toronto M7A 2B3
In Metro Toronto, dial 965-8470
Area Code 807, ask Operator for Zenith 8-2000
All other areas dial 1-800-268-7121

Guaranteed Annual Income System (GAINS A) ensures qualifying Ontario residents 65 or over a guaranteed monthly income. *Senior citizens* who receive the Old Age Security pension (OAS) and Guaranteed Income Supplement (GIS) will automatically receive GAINS if their monthly income falls below the guaranteed level. For more information call one of the telephone numbers listed above, free of charge.

Ontario Tax Credits consist of (1) a Property Tax Credit (2) a Sales Tax Credit and (3) a Political Contribution Tax Credit. The first two credits are designed to help people with low or moderate incomes pay their municipal *property tax* or *rent,* and *retail sales tax.* Even people with no taxable income may claim by filing a federal income tax return and completing the mauve Ontario Tax Credit form included in the federal kit. (People 65 or older are not eligible for these Credits but are eligible for Ontario Tax Grants, described separately). The third, the *Political* Contribution Tax Credit may be claimed by people who made a contribution to a registered Ontario political party, a constituency association, or a registered candidate in a provincial election. This credit may be claimed only if there is provincial tax payable after deducting the amount claimed under the first two credits. For more information call one of the telephone numbers listed above, free of charge.

Ontario Tax Grants: Ontario resident *senior citizens* 65 or older who pay *property tax* or *rent* may claim a *Property Tax grant* of up to $500. Applications for this *grant* will be mailed annually to all *senior citizens* who are Old Age Security (OAS) recipients or who have previously completed an eligibility application and who have qualified. A *Retail Sales Tax* grant of $50 will be mailed automatically to all OAS recipients and other previously qualified pensioners every year. Persons turning 65 after mid year who will qualify for OAS will automatically receive their Retail Sales Tax grant and an application for the Property Tax grant, sent towards the year end. All other seniors may phone the above toll-free telephone numbers for application details on both of these grants.

MOTOR FUELS AND TOBACCO TAX BR REVENUE 11
77 Bloor St. W.
Toronto M7A 1Y3
416-965-6352

Motor Fuels & Tobacco Tax Br administers and collects *tax* on the sale of *fuels* taxed under the *Gasoline Tax Act (gasoline,* aviation fuel, *propane),* the *Motor Vehicle Fuel Tax Act* (diesel fuel) and the *Tobacco Tax Act (cigarettes,* tobacco, cigars). The Branch provides refunds of these taxes when applicable and appoints or registers collectors, usually wholesalers or distributors, vendors of heating fuels and taxable diesel fuel users.

The Branch also administers the *Small Business Development Corporations Act,* the Land Transfer Tax Act and the Provincial Land Tax Act. The *Small Business Development Corporations Program* (965-2967) encourages private sector *investment* in small

businesses in Ontario and the provision of business and managerial expertise; individual investors who buy new equity shares in an SBDC receive a *grant* of 30% of their investment and *corporations* receive a 30% credit against their Ontario corporations income tax. *Land Transfer Tax* (965-1774) is a tax on individuals or corporations registering land or an interest in land in Ontario. It is two-fifths of 1 per cent on the first $45,000 and four-fifths of 1 per cent on the rest. Non-residents of Canada pay 20% tax on restricted land (farm land, recreational land, etc.). Land Transfer Tax is paid to the Land Registrar before a conveyance is registered. *Provincial Land Tax* (965-1007) is a tax collected from landowners in *unorganized territories.* (For property assessments for this tax, contact closest regional Assessment Office, listed under Min of Revenue, Assessment, Field Operations Branch, REVENUE 20).

The Branch is also administering two acts, which were repealed in 1979, during their phase-out period: the *Succession Duty Act* (965-1700) and the *Gift Tax Act* (965-9081).

RETAIL SALES TAX BR REVENUE 12
77Bloor St. W.
Toronto M7A 1Y3
416-965-4801

The Retail Sales Tax Branch administers the retail sales tax program in Ontario. This tax is collected by vendors from consumers at the time of purchase on most goods, services and prices of admission. The Branch operates district offices throughout Ontario. These offices (listed below) issue vendor *permits* (Provincial Sales Tax licenses) and provide information concerning exemptions and other aspects of the Retail Sales Tax including vendor information for those starting a business. Tax advice is given in numerous forms. Taxpayers' specific questions are answered by telephone, letter or in person; Sales Tax Guides are published about many areas of retail sales tax; a series of publications, seminars, lectures, exhibits, displays and visits to businesses promote general awareness of the tax. Rebates or refunds of tax are given under various circumstances; for example, if vendors over-remit the amount of tax they collected, or if goods are removed from Ontario by tourists. The district offices will assist taxpayers in making an application for a rebate or refund. Audits are done to ensure that tax is collected and paid in the correct way. Tax collected under *The Race Tracks Tax Act* is also administered by the Branch. All inquiries about retail sales tax should be made to one of the twelve retail sales tax district offices. Long-distance callers may contact the district offices in their area by using toll-free operator assisted zenith lines.

208 Dundas St. E.
Belleville K8N 1E3
613-962-9103
Zenith 71820
(Regional Municipality of Durham-
Town of Newcastle
Counties of Frontenac, Haliburton
Hastings, Lennox & Addington,
Northumberland, Peterborough,
Prince Edward, Victoria)

361 King St. W.
Hamilton L8P 3B4
416-528-8393
Zenith 71440
(County of Brant
Regional Municipalities of Halton
Peel, Hamilton-Wentworth)

449 Belmont Ave. W.
Kitchener N2M 1N2
519-576-8400
Zenith 71020
(Counties of Huron, Perth
Wellington, Regional Municipality
of Waterloo)

310 Wellington Rd.
London N6C 4P4
519-433-3901
Zenith 62350
(Counties of Elgin, Lambton,
Middlesex, Oxford)

1500 Fisher St.
Northgate Plaza
North Bay P1B 2H3
705-474-4900
Zenith 71420
Toll Free 1-800-461-1564
(Districts of Cochrane, Nipissing,
Parry Sound, Timiskaming)

19 Front St. N.
P.O. Box 670
Orillia L3V 6K5
705-325-9587
Zenith 71830
(Counties of Bruce, Dufferin, Grey
Simcoe, District Municipality
of Muskoka, Regional Municipality
of Durham-Townships of Brock,
Uxbridge (Scott),
Regional Municipality of York-
Township of Georgina,
East Gwillimbury)

1355 Bank St.
Ottawa K1H 8K7
613-523-9760
Zenith 71400
(Regional Municipality of
Ottawa-Carleton
United Counties of Stormont,
Dundas & Glengarry,
Prescott & Russell,
Leeds & Grenville, Counties of
Lanark, Renfrew)

199 Larch St.
Sudbury P3E 5P9
705-675-4351
Zenith 71850
(Districts of Algoma, Manitoulin,
Sudbury, Regional Municipality
of Sudbury)

435 James St. S.
P.O. Box 5000
Thunder Bay P7C 5G6
807-475-1681
Zenith 72310
(Districts of Kenora, Rainy River,
Thunder Bay)

2300 Yonge St., 10th Flr.
Toronto M4P 1H6
416-487-7161
Zenith 71800
(Regional Municipality of Durham-
City of Oshawa, Towns of Ajax,
Pickering, Whitby,
Townships of Scugog, Uxbridge,
Regional Municipality of York-
Towns of Aurora, Markham,
Newmarket, Richmond Hill, Vaughan,
Whitchurch-Stouffville,
Township of King
Regional Municipality of
Metropolitan Toronto)

76 Division St.
Welland L3B 3Z7
416-732-1318
Zenith 71410
(Regional Municipality of
Haldimand-Norfolk, Niagara)
(In St. Catharines & Niagara Falls,
416-688-1360/68)

250 Windsor Ave.
Windsor N9A 6V9
519-252-4404
Zenith 71450
(Counties of Essex, Kent)

SPECIAL INVESTIGATIONS BR REVENUE 13
416-965-7767

This Branch undertakes special audits and investigations regarding *tax* compliance problems, with special emphasis on the prevention of tax evasion, and recommends prosecution where there is evidence of evasion. Also deals with voluntary disclosure of tax irregularities.

TAX APPEALS BR REVENUE 14
416-965-5836

Tax Appeals Branch processes all tax *appeals* filed under the following tax statutes administered by the Ministry: *the Corporations Tax Act, the Gasoline Tax Act, the Land Transfer Tax Act, The Motor Vehicle Fuel Tax Act, the Retail Sales Tax Act, the Tobacco Tax Act, and the Small Business Development Corporations Act.* Established in October, 1979, this new service consolidates the appeal functions previously performed independently by branches of the Ministry. Forms may be obtained by contacting the Toronto office at 965-5836 or local Retail Sales Tax Offices (see list under this Ministry's Retail Sales Tax Br entry).

TAX SYSTEM OPERATIONS & DESIGN DIVISION

REVENUE & OPERATIONS RESEARCH BR REVENUE 15
416-965-2923

This Branch is responsible for liaison between the Ministries of Revenue and Treasury and Economics, as well as other Federal and Provincial tax authorities. The Branch undertakes *research* on *tax* operations and problems, coordinates changes in legislation and monitors revenue flow.

TAXATION DATA CENTRE REVENUE 16
416-965-4563

This Branch is responsible for processing revenues received under the *taxing* statutes as well as the payment of all refunds and grants to the public. The Branch also provides accounting and data processing system support for the Tax Revenue Program.

TAXPAYER SERVICES BR REVENUE 17
416-965-7324

This Branch provides *tax* information to the general public in the form of seminars, publications and an inquiry service. As well, it provides customer support services to the other branches of the Tax Revenue Program.

ASSESSMENT PROGRAM

ASSESSMENT POLICIES & PRIORITIES BR REVENUE 18
416-965-9292

This Branch provides staff support to the Assistant Deputy Minister, is responsible for policy liaison with federal, provincial and municipal authorities and monitors the effectiveness of *assessment* legislation and developments in other jurisdictions. It is also responsible for strategic planning, budgeting and evaluation, training and publications.

ASSESSMENT SERVICES DIVISION

DATA SERVICES & DEVELOPMENT BR REVENUE 19
416-965-3305

This Branch is responsible for *assessment* information management, including the supply of *computer* data services to assessors, municipalities and school boards. It also develops new assessment and data processing systems.

ASSESSMENT FIELD OPERATIONS BR REVENUE 20
416-965-5189

The Assessment Field Operations Br through regional offices throughout Ontario (listed below) *assesses* all *real property* for purposes of municipal and school taxation and, in *unorganized territories,* for *Provincial Land Taxes.* It undertakes the annual *enumeration* program for *municipalities,* which produces municipal *voters* lists, lists of persons who can be called for *jury* duty, identification of supporters for *schools* and demographic *statistics.* The Branch serves municipal governments, other Ontario ministries which use data as basis for distribution of municipal grants, and other programs. Inquiries re property taxation, tax certificates, municipal voters lists, school support and municipal population should be referred to the clerk or treasurer of the appropriate municipality.

REGIONAL ASSESSMENT OFFICES

(Zenith numbers are effective only in an office's area of responsibility)

109 Ferris Lane
Barrie L4M 2Y1
705-728-2270, Zenith 56600
(Simcoe)

P.O. Box 150
Pine St.
Bracebridge P0B 1C0
705-645-5204, Zenith 69200
(Muskoka)

63 Charing Cross
Box 1176
Brantford N3T 5T3
519-759-6310, Zenith 94300
(Brant, Haldimand-Norfolk)

P.O. Box 712
95 Parkdale Ave.
Brockville K6V 5V8
613-342-8242, Zenith 45080
(Lanark-Leeds, Grenville)

150 Main St.
Cambridge N1R 1W3
519-623-5210, Zenith 67140
(Waterloo)

P.O. Box 1140
435 Grand Ave. W.
Chatham N7M 5L8
519-354-5460, Zenith 65500
(Kent, Lambton)

132 Second St. E.
Cornwall K6H 5S7
613-933-7100, Zenith 45960
(Prescott, Russell, Stormont, Dundas, Glengarry)

P.O. Box 190
57 Napier St.
Goderich N7A 3Z2
519-524-7326, Zenith 66500
(Huron, Perth)

286 Victoria Rd. N.
Guelph N1E 5J3
519-821-7440, Zenith 68550
(Dufferin, Wellington)

447 Main St. E.
Hamilton L8N 1K1
416-528-8621
(Wentworth)

1055 Princess St.
Kingston K7L 4Y8
613-546-3801, Zenith 47360
(Frontenac, Lennox, Addington)

P.O. Box 267
33 Lindsay St. S.
Lindsay K9V 4S1
705-799-5203, Zenith 34850
(Haliburton, Peterborough, Victoria)

Treasure Island Plaza
R. R. #4
London N6A 4B8
519-681-0050, Zenith 63310
(Elgin, Middlesex, Oxford)

55 City Centre Dr.
Mississauga L5B 2C8
416-270-8050, Zenith 86730
(Halton-Peel)

460 Oak St.
Newmarket L3Y 3X6
416-920-2372 (Toronto)
416-895-8644 (Newmarket)
Zenith 58500
(York)

P.O. Box 167
1650 Main St. W.
North Bay P1B 8H2
705-474-6150, Zenith 51280
(Nipissing, Parry Sound)

161 Laurier Ave. W.
Ottawa K1P 5J2
613-236-5600, Zenith 45980
(Ottawa-Carleton)

P.O. Box 670
345 Eighth St. E.
Owen Sound N4K 5R4
519-371-1121, Zenith 64220
(Bruce, Grey)

24 Pembroke St. W.
Pembroke K8A 5M3
613-735-0181, Zenith 48680
(Renfrew)

180 Brock St.
Sault Ste. Marie P6A 3B7
705-949-3941, Zenith 27930
(Algoma)

43 Church St.
Landmark Bldg.
St. Catharines L2R 7A7
416-688-0233, Zenith 89550
(Niagara)

199 Larch St., 12th Flr.
Sudbury P3E 5P9
705-675-4200, Zenith 49860
(Manitoulin, Sudbury)

55 Doncaster Ave.
Thornhill L3T 1L7
416-889-9503
(North York)

115 Johnson Ave.
Thunder Bay P7B 2V9
807-345-1221, Zenith 50960
(Kenora, Rainy River, Thunder Bay)

P.O. Box 3000
Dryden
807-223-5351, Zenith 50960
(Thunder Bay Sub-Office)

533 Mowat Ave.
Fort Frances P9A 1Z1
807-274-3283, Zenith 50960
(Thunder Bay Sub-Office)

300 McClellan Ave.
Kenora P9N 1A8
807-468-5585, Zenith 50960
(Thunder Bay Sub-Office)

145 Wilson Ave.
Timmins P4N 2T2
705-264-9455, Zenith 98395
(Cochrane, Timiskaming)

2221 Yonge St.
Toronto M4S 2B4
416-486-6300
(City of Toronto)

7 Overlea Blvd.
Toronto M4H 1A8
416-423-1240
(Scarborough, East York)

4 Eva Rd.
Toronto (Etobicoke) M9C 2A8
416-621-9400
(Etobicoke, York)

P.O. Box 520
80 Division St.
Trenton K8V 5R7
613-392-2501, Zenith 48660
(Northumberland, Hastings, Prince Edward)

605 Rossland Rd. E.
Whitby L1N 5S1
416-668-9351, Zenith 67140
(Durham)

250 Windsor Ave.
Windsor N9A 6V9
519-254-3771, Zenith 58120
(Essex)

ASSESSMENT SPECIAL PROPERTIES BR REVENUE 21
416-965-1681

This Branch provides valuation expertise and advice to regional *assessment* offices on properties of all types. Moreover, it undertakes the defense of complex assessments under judicial appeal and develops assessment valuation procedures and techniques.

PROVINCE OF ONTARIO SAVINGS OFFICE REVENUE 22
77 Bloor St. W.
Toronto M7A 2A9
416-965-1791

The Province of Ontario Savings Office (POSO), established in 1921, operates twenty-one branches in fifteen Ontario communities which provide *banking* services to the public. Deposits received by POSO from the public are carried in individual accounts which pay competitive interest rates with free chequing privileges. Other financial services such as safety deposit boxes, travellers' cheques, money orders and the purchase and sale of securities are available. Offices across Ontario are listed alphabetically by community:

34-36 Talbot St.
Alymer N5H 1J7
519-773-3271

138 Dalhousie St.
Brantford N3T 2J3
519-753-4131

153 Wyndham St. N.
Guelph N1H 4E9
519-821-2101

36-38 James St. S.
Hamilton L8P 2Y2
416-528-6391

318 Ottawa St. N.
Hamilton L8H 4A1
416-547-6202

353 Richmond St.
London N6A 3C2
519-432-1197

171 Sparks St.
Ottawa K1P 5B9
613-566-3700

825 Second Ave. E.
Owen Sound N4K 5P3
519-376-6025

40 Pembroke St. W.
Pembroke K8A 6X3
613-732-7821

49 Main St. S.
Seaforth N0K 1W0
519-527-0210

106 King St.
St. Catharines L2R 6W8
416-688-4661

134 Queen St.
St. Marys N0M 2V0
519-284-2260

328 Bay St.
Toronto M5H 2S7
416-363-7282

519 Danforth Ave.
Toronto M4K 1P5
416-463-1117

2035 Danforth Ave.
Toronto M4C 1J8
416-698-8320

Queen's Park, Rm. M1-40
Macdonald Block
Toronto M7A 2A9
416-965-1785

112 St. Clair Ave. W.
Toronto M4V 2Y3
416-925-3887

439 University Ave.
Toronto M5G 1Y8
416-965-3891

236 Durham St.
Walkerton N0G 2V0
519-881-3321

372 Ouellette Ave.
Windsor N9A 1A6
519-254-4324

396 Dundas St.
Woodstock N4S 1B7
519-537-8194

MINISTRY OF THE SOLICITOR GENERAL

25 Grosvenor St.
Toronto M7A 1Y6
(Location Exceptions Noted)

The Ministry of the Solicitor General is responsible for law enforcement and public safety in Ontario. Its programs include supervision of the Ontario Provincial Police, the Ontario Police Commission, the Ontario Police Arbitration Commission, the Chief Coroner's Office, the Centre of Forensic Sciences, the Office of the Fire Marshal, and Forensic Pathology.

OFFICE OF THE DEPUTY MINISTER

INTERNAL AUDIT — SOL GEN 1
416-965-5020

Internal Audit Branch is responsible for the Ministry's audit functions which include the review and appraisal of Ministry accounting, financial, and operational controls.

LEGAL SERVICES — SOL GEN 2
416-965-3440

Legal Services Branch counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Legal Services Branch is responsible to the Attorney General's Office.

LEGAL SERVICES RETAIL BUSINESS HOLIDAYS ACT — SOL GEN 3
416-922-5450

The Retail Business Holidays Act came into force Jan. 1, 1976 to provide for common days of rest on which retailing is kept to a minimum and leisure time activity is encouraged. It requires Ontario retail business establishments to close each Sunday, New Year's Day, Good Friday, Victoria Day, Dominion Day, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day. Certain business establishments are exempt. The law is enforced by the police. Telephone No. 922-5450 provides recorded information. If faced with a legal problem or in order to get an authoritative interpretation of the law, refer to the Act or consult a lawyer. The Act is available from: Ontario Government Bookstore, 880 Bay St., Toronto (965-2054).

MINISTRY SECRETARIAT — SOL GEN 4
416-965-2048

Ministry Secretariat provides staff support to the Minister and Deputy Minister in policy development, planning, budget preparation, communications, and the application of modern management techniques. The information service function for the Ministry is performed by the Communications Policy Advisor (965-2048) who informs the public, client groups and the media about the Ministry's activities. The Advisor establishes communications policy for the Ministry and advises its branches on communications problems and provides communications support to the Minister and the Deputy Minister. Activities include media liaison, answering public inquiries, and producing and distributing

publications, news releases and audio-visual materials. Among the Ministry's *films* (available upon request by calling or writing to the Communications Advisor, 25 Grosvenor St., Toronto M7A 1Y6) are films covering subjects such as youth *crime,* practical crime prevention, *Native peoples* policing, arson investigation and *fire* service officers training. The Secretariat operates a Ministry *reading room* (at 25 Grosvenor St., 11th Flr., 965-1223) which provides access to the Ministry's publications, statutes and some manuals and internal procedures used by the Ministry. The Secretariat also coordinates the affirmative action program to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

ADMINISTRATION DIVISION

ADMINISTRATIVE SERVICES BR — SOL GEN 5
416-965-7115

Administrative Services Branch provides the purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Administrative Services Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Branch is also responsible for office safety supervision.

FINANCIAL SERVICES BR — SOL GEN 6
416-965-4425

Financial Services Branch is responsible for general accounting functions, including payroll and expense account services, accounts payable, and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other government ministries and agencies.

PERSONNEL SERVICES BR — SOL GEN 7
416-965-6784

Personnel Services Br performs the personnel functions for the Ministry with the exception of OPP uniformed recruitment, uniformed staff development and staff relations with the Ontario Provincial Police Association (OPPA) which is the responsibility of the OPP Career Management Branch. The Personnel Branch may be reached at 965-8404 for the following services: civilian recruitment, classification (all), documentation (all), staff relations (civilian). For other functions contact 965-6784. Personnel Services Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Services Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Services Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

PLANNING & EVALUATION BR SOL GEN 8
416-965-5126

Planning & Evaluation Br provides overall Ministry coordination of strategic planning, evaluation and priority setting. Assists program managers to establish objectives and priorities; develops measures of performance, effectiveness, costs, benefits and statistical techniques. Provides systems development and maintenance services to ministry agencies. Develops and maintains the ministry Management By Results (MBR) System; evaluates performance by monitoring input and output through a Quarterly Performance Report and identifies productivity improvements by keeping abreast of research and technological developments in other jurisdictions. Also encourages productivity studies on operations and represents the Ministry at meetings with other agencies and jurisdictions on *statistics, metric conversion* and other special projects.

PUBLIC SAFETY DIVISION

CENTRE OF FORENSIC SCIENCES SOL GEN 9
25 Grosvenor St.
Toronto M7A 2G8
416-965-2561

The Centre of Forensic Sciences prepares legally admissable evidence for law enforcement officers, attorneys, coroners, etc. by means of scientific examination of physical objects and materials. Supervises Ontario's breath testing program and is responsible for the acquisition and maintenance of *breathalyzers* and the training of operators (965-9507). Maintains a *library* and provides *educational* programs and materials for persons and agencies using *forensic* science services.

FIRE MARSHAL'S OFFICE FIRE ADVISORY SERVICES SOL GEN 10
590 Keele St.
Toronto M6N 4X5
416-965-4858

Fire Advisory Services assists *municipalities* in establishing municipal fire departments, e.g., conducts staff training and technology courses. Develops fire prevention by-laws, prepares equipment specifications. Conducts municipal fire protection *surveys* and fire department promotion examinations. Fire Advisory district offices are listed below.

Headquarters
590 Keele St.
Toronto M6N 4X2
416-965-4858

252 College St. W.
Belleville K8P 2H5
613-962-6391
(Counties of Frontenac, Hastings
Lennox & Addington,
Northumberland,
Peterborough, Prince Edward)

6 Stewart Drive
Burford N0E 1AO
519-449-5108
(Counties of Brant, Oxford
Regions of Niagara,
Hamilton-Wentworth,
Haldimand-Norfolk)

169 Forest St.
Chatham N7L 2A7
519-351-3547
(Counties of Essex
Lambton, Kent)

1402 First St. E.
Cornwall K6H 1P4
613-932-4677
(Counties of Leeds & Grenville, Stormont, Dundas & Glengarry, Prescott & Russell)

242 St. Charles St.
Dryden P8N 1M3
807-223-2792
(Districts of Kenora, Rainy River)

3 Borden St.
Guelph N1G 1Z3
519-824-3410
(Counties of Bruce, Grey, Wellington, Region of Waterloo)

14 Rickey Place
Kanata K2L 2E3
613-836-2830
(Counties of Lanark, Renfrew, Region of Ottawa-Carleton)

337 Leonard St.
North Bay P1B 5K5
705-472-5003
(Districts of Manitoulin, Nipissing, Sudbury, Parry Sound, Region of Sudbury)

14 Dalton Crescent N.
Orillia L3V 5J5
705-325-8204
(Counties of Haliburton, Simcoe, Victoria, District of Muskoka)

219 Doncaster Road
Sault Ste. Marie P6C 2T7
705-253-9073
(Districts of Algoma, Sudbury (North-West))

408 Kingsway
Thunder Bay P7E 2A7
807-623-8981
(District of Thunder Bay)

498 Westmount Blvd.
Timmins P4N 7L5
705-267-5998
(Districts of Cochrane, Timiskaming)

25 Patika Ave.
Toronto (Weston) M6N 2E7
416-247-2383
(County of Dufferin, Metro Toronto, Regions of Durham, Halton, Peel, York)

590 Keele St.
Toronto M6N 4X2
416-965-4858
(Counties of Elgin, Huron, Middlesex, Perth)

FIRE MARSHAL'S OFFICE FIRE INVESTIGATIONS SOL GEN 11
590 Keele St.
Toronto M6N 4X2
416-965-4861

Fire Investigations Services investigates the causes of *fires* in which there has been a *death* or large loss, a possibility of arson, or a *gaseous* explosion. Assists Crown attorneys and coroners dealing with these matters. Fire investigators can be called directly for fire investigations. Their telephone numbers and the areas they serve are listed below. If a fire investigator is not available, notify senior fire investigators at the Toronto address, above, during normal office hours. Outside these hours, the Queen's Park Operator can be called at 416-965-1211.

Belleville
(Counties of Northumberland, Peterborough, Hastings, Lennox & Addington & Prince Edward, County of Victoria South of Highway 48)
613-398-7508

Bracebridge
(County of Simcoe, North of Highways 12 & 48, County of Victoria, North of Highway 48 County of Haliburton, District Municipality of Muskoka, District of Parry Sound, District of Nipissing South of Highway 17, & County of Renfrew, North of Portage Road)
705-645-9122

Brockville
(Counties of Frontenac Lanark, Leeds & Grenville County of Renfrew, South of Portage Road)
613-342-5061

Cornwall
(Counties of Dundas, Stormont, Glengarry, Russell & Prescott)
613-528-4576

Guelph
(Counties of Wellington, South of Highway 9 and Regional Municipality of Waterloo)
519-824-5406

Ingersoll
(Counties of Oxford, Perth & Elgin)
519-485-5676

London
(Counties of Middlesex, Kent, Lambton)
519-455-0460

Mount Forest
(Counties of Huron, Bruce Grey & Dufferin, County of Wellington, North of Highway 9, County of Simcoe, South of Highway 12)
519-323-4678

Ottawa
(Regional Municipality of Ottawa-Carlton)
613-745-2736

Sault Ste. Marie
(District of Algoma, except Manitoulin Island, District of Sudbury, West of a Verticle Line, North & South from Foleyet through Ramsey)
705-949-7086

Sudbury
(District of Nipissing, North of Highway 17, Reg. Municipality of Sudbury South of Highway 101 & East of a verticle line North & South from Foleyet through Ramsey, Manitoulin Island)
705-674-8160

Thunder Bay
(Districts of Thunder Bay, Rainy River & Kenora)
807-577-2266

Timmins
(Districts of Timiskaming, Cochrane & Sudbury District, North of Highway 101)
705-654-1821

Windsor
(County of Essex)
519-735-3079

FIRE MARSHAL'S OFFICE PUBLIC INFORMATION SOL GEN 12
590 Keele St.
Toronto M6N 4X2
416-965-4871

The Public Information Section provides information service on *fire* prevention and public *safety*. Releases articles and information to the news media. Supplies *municipal* fire departments with technical, legal and educational publications for public distribution. Publishes fire loss *statistics*. Provides *films* and *audio-visual* materials.

FIRE MARSHAL'S OFFICE TECHNICAL & CONSULTING SERVICES SOL GEN 13
590 Keele St.
Toronto M6N 4X2
416-965-4851

Technical & Consulting Services advises ministries and agencies and participates in *fire* codes and advisory committees. Through fire protection offices listed below, approves results of product tests for *fire safety*. Approves plans for government *buildings* including institutions and inspects *hotels* not already licensed and inspected by the Liquor Licence Board. Issues *licences* to *lightning rod* installers and agents; inspects these installations.

1431 Lakeshore Road
Burlington L7S 1B4
416-639-7142
(Haldimand-Norfolk, Niagara, Brant, Hamilton-Wentworth, Waterloo, Wellington, Halton, Peel, Dufferin, Part of York, Part of Simcoe, and part of Metropolitan Toronto)

420 Central Ave. Apt. 6006
London N6B 2E7
519-433-9563
(Essex, Kent, Lambton, Elgin, Middlesex, Oxford, Perth, Huron, Bruce and Grey)

164 Wilson Ave.
Peterborough K9J 1S5
705-742-6426
(Part of York, Part of Simcoe, Part of Metropolitan Toronto, Durham, Victoria, Muskoka, Haliburton, Peterborough, and Northumberland)

Merrickville Road
Smiths Falls K7A 5B8
613-283-3753
(Hastings, Prince Edward, Lennox & Addington, Frontenac, Renfrew, Lanark, Ottawa-Carleton, Grenville, Dundas, Stormont, Russell, Glengarry, and Prescott)

3138 Hillsdale Drive
P. O. Box 441
Val Caron P0M 3A0
705-897-6954
(Parry Sound, Nipissing, Plus the Whole of Northern Ontario)

FORENSIC PATHOLOGY BR SOL GEN 14
26 Grenville St.
Toronto M7A 2G9
416-965-1554

Assists in determining the cause of *deaths* in unusual circumstances and in unveiling concealed homicides through *autopsies* and biological and other techniques of *forensic* science. Supervises regional pathologists (who are not necessarily employed by the government but are called upon by coroners when necessary to perform forensic investigations). Supports pathologists' and law enforcement officers' continuing *education* in legal medicine and investigations of sudden deaths.

OFFICE OF THE CHIEF CORONER SOL GEN 15
26 Grenville St.
Toronto M7A 2G9
416-965-6678

Coroners investigate sudden and unexpected *deaths;* inform the public about prevention of similar deaths; order *autopsies* for medico-legal reasons; conduct *inquests;* sign certificates for *cremation* and for *shipment of bodies* out of Ontario. The Office administers the *Human Tissue Gift Act* and the *Anatomy Act* (concerning donation of bodies or parts of bodies for transplants, medical education or scientific research). Adults may give consent by signing donor section of *driver's licence* or donor card available from the Chief Coroner's Office; orally, during last illness, in presence of at least two witnesses; or in writing. The Office inspects *schools* of anatomy in Ontario and supplies them with donated or unclaimed bodies. Contact Chief Coroner's Office listed above or regional coroners listed below.

Dr. J. K. Strathearn
P. O. Box 2297
Orillia L3V 6S2
705-326-8400
(South Georgian Bay Region)

Dr. R. B. Penton
P. O. Box 580
St. Catharines L2R 6W8
416-682-9209
(Niagara Region)

Dr. R. D. MacKinlay
P. O.Box 604
Sarnia N7T 7J4
519-344-1180
(Southwestern Region)

Dr. E. P. King
26 Grenville St.
Toronto M7A 2G9
416-965-6678
(Central Region)

Dr. W. S. Patterson
275 Ontario St. Suite 402
Kingston K7K 2X5
613-548-8962
(Eastern Region)

Dr. J. P. MacKay
16 Sequin St. Suite 9
Parry Sound P2A 1B1
705-746-2123
(Algonquin Region)

Dr. W. E. Sullivan
955 Queen St. E.
Sault Ste. Marie P6A 2C3
705-253-4530
(Northeastern Region)

Dr. W. W. Wigle
Box 3000
Dryden P8N 3B3
807-223-6956
(Northwestern Region)

ONTARIO FIRE COLLEGE SOL GEN 16
P. O. Box 850
Gravenhurst P0C 1G0
705-687-2294

Presents in-residence courses of study for *municipal fire* department officers in fire protection technology. Together with the Ministry of the Solicitor General, Fire Advisory Services, it conducts regional fire training for municipal fire fighters in the basic training skills of fire prevention and fire fighting. It also provides curriculum assistance to county mutual fire aid associations in the development of their fire fighter training programs.

OFFICE OF THE COMMISSIONER

POLICY ANALYSIS SECRETARIAT SOL GEN 17
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-2264

The Secretariat serves the Ontario Provincial Police Commissioner's Office in the development of, or response to, policy initiatives in order to assist in a more effective decision making process.

DEPUTY COMMISSIONER - SERVICES MANAGEMENT DIVISION

PLANNING & RESEARCH BR SOL GEN 18
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-2542

The Branch objective is to provide a management and operational research and developmental support function to the OPP management and the Ministry in the areas of policy and procedures, manual and automated *systems technology*, *records storage* and maintenance, data processing and *statistical* analysis.

PROPERTIES BR SOL GEN 19
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-3931

Provides coordinating services to all agencies within the Ministry for *buildings, properties*, leasing, parking and *telephone* requirements.

REGISTRATION BR PRIVATE INVESTIGATORS, SECURITY GUARDS — SOL GEN 20
ONTARIO PROVINCIAL POLICE
125 Lakeshore Blvd. E.
Toronto M5E 1A5
416-965-5814

The Registrar of Private Investigators and Security Guards investigates and approves the *licensing* of agencies that provide the services of *private investigators* and *security guards*. Issues licences to agency employees to act as private investigators or security guards. Ontario Provincial Police (OPP) district headquarters are listed under the OPP Field Operations Entry.

REGISTRATION BR CHIEF PROVINCIAL FIREARMS OFFICER — SOL GEN 21
ONTARIO PROVINCIAL POLICE
125 Lakeshore Blvd. E.
Toronto M5E 1A5
416-965-5525

The Chief Provincial Firearms Officer approves the issuing of *permits* to register and carry *firearms* in Ontario as outlined in the Criminal Code (Canada). The Branch represents the Solicitor General in firearms matters and administers the *Firearms Business Permit System* and the *Firearms Acquisition Certificate System*. Permits and acquisition certificates are issued by municipal police forces in municipalities exceeding 15,000 in population. In smaller communities, contact the local Ontario Provincial Police (OPP) detachment (see list under the OPP Field Operations entry, SOL GEN 38).

STAFF INSPECTIONS BR — SOL GEN 22
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4434

Staff Inspections Br audits the programs and activities of the Ontario Provincial Police to ensure that the requirements of the *Police Act* and internal policy guidelines are adhered to. It also undertakes internal investigations, special studies and assignments.

STAFF SERVICES DIVISION

COMMUNITY SERVICES BR — SOL GEN 23
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4474

Community Services Br administers *crime* prevention and *safety* programs and provides public relations and information services for the Ontario Provincial Police (OPP) force. Program delivery is handled by the Field Offices listed under the Ministry of the Solicitor General OPP Field Operations entry, SOL GEN 38. The Branch also administers the *Complaints Bureau* (965-0282) which handles all complaints concerning the Ontario Provincial *Police*.

QUARTERMASTER STORES BR SOL GEN 24
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4485

The Branch is responsible for stocking and distributing items of uniform and equipment as well as forms used by the Ontario Provincial Police (OPP), the *Ontario Government Protective Service,* Native peoples policing and auxiliary *police.* Maintains a repository for *weapons* seized by police forces throughout the Province and which have been cleared by the courts for disposal. OPP district headquarters are listed under the OPP Field Operations entry, SOL GEN 38.

RECORDS & IDENTIFICATION BR SOL GEN 25
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4456

Maintains Ontario Provincial Police (OPP) major occurrences and administrative files and provides varityping, printing and mail services for the OPP. Has a *Crime Index Unit* which records and disseminates data on criminal activities and criminals to assist in identifying perpetrators of unsolved crime. The Forensic Identification Services Unit provides a service to various branches of the OPP, field identification units and other law enforcement agencies in forensic identification and has an Argon ion laser for fingerprint detection. The Photographic Laboratory maintains a complete graphic arts and photographic service for the OPP; is a resource centre for photographic equipment testing and evaluation of materials; operates an automated colour processing laboratory for the OPP; produces *audio visual* programs for the OPP and other ministries; and provides a drafting and design service. On behalf of the Ontario Police Commission, the Suspension Control Centre is housed within the Records and Identification Branch. This Unit provides driver licence suspension information to police forces within the province.

TELECOMMUNICATIONS BR SOL GEN 26
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4445

Provides a *communications* system to the Ontario Provincial Police (OPP) by the operation of the OPP *radio* system, an OPP-wide teletype network, *Canadian Police Information Centre* (CPIC) computer terminals (965-4773) and the *Police Automated Registration Information System* (PARIS). The Branch is responsible for the proper maintenance and auditing of these systems, for maintenance and improvement of the radio system and for the procurement and maintenance of radar *speed* metering equipment.

TRANSPORT BR SOL GEN 27
ONTARIO PROVINCIAL POLICE
128 Queen's Quay E.
Toronto M5A 3Y5
416-965-4477

Provides and maintains the mobile equipment to meet Ontario Provincial *Police* (OPP)

transportation needs. There is a branch garage at the OPP district headquarters in Thunder Bay (807-344-8421) and another in Kenora (807-468-8971). OPP district headquarters are listed under the OPP Field Operations entry, SOL GEN 38.

STAFF SERVICES DIVISION

CAREER MANAGEMENT BR SOL GEN 28
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4468

Administers *personnel* services to the Ontario Provincial Police (OPP) such as: uniformed personnel recruitment, manpower administration, staff development, staff relations and counselling services. The Manpower Administration Section (965-8120) provides uniformed staff recruitment, manpower deployment and statistics, and uniformed staff personnel records. The Career Planning Section (965-4468) provides staff development, management training courses, a central *library* for staff use, promotional process-performance reviews and position description maintenance. Staff Relations Section provides services to OPP staff and families, counselling for employees with various problems which affect performance, and liaison with *Ontario Provincial Police Association* (965-8406).

TRAINING BR SOL GEN 29
ONTARIO PROVINCIAL POLICE
291 Sherbourne St.
Toronto M5A 2R9
416-965-5421

Provides *police* training courses for OPP force members at all levels including *motorcycle,* marine, search and rescue, police *dog* training and diver training. Coordinates the attendance of members at training courses conducted by other agencies.

DEPUTY COMMISSIONER - OPERATIONS
SPECIAL SERVICES DIVISION

ANTI-RACKETS BR SOL GEN 30
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8117

Provides assistance to all police forces and government agencies in Ontario on investigations relating to white collar *crime,* frauds, rackets, schemes, counterfeiting and forgery. District headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 38.

CRIMINAL INVESTIGATION BR SOL GEN 31
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8105

Provides assistance to all *police* forces in Ontario and to other Ontario government agencies in the investigation of serious *criminal* activities. District headquarters and detachments are listed under OPP Field Operations entry, SOL GEN 38.

INTELLIGENCE BR SOL GEN 32
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8108

Collects and disseminates police information relating to organized *crime*. District headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 38.

SECURITY BRANCH SOL GEN 33
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8111

Provides police security for top government officials and visiting dignitaries. Provides expertise on all aspects of physical *security* to Ontario government ministries. The *Ontario Government Protective Services* provides uniformed *security guards* to patrol Ontario Government *buildings* in Metro Toronto.

SPECIAL INVESTIGATIONS BR SOL GEN 34
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-8114

The Branch provides assistance to Crown attorneys and law enforcement agencies including Chiefs of Police and other government agencies. Drug Enforcement Section (965-8114) conducts investigations concerning the suppression of illegal *drugs*. Liquor Laws Enforcement Section (965-8114) conducts investigations relating to *liquor* law infractions. Anti-Gambling Section (965-8114) deals with control of *gambling* and improprieties in thoroughbred and standardbred *horse racing*. The Branch is involved with control of *pornography* (965-1736). Auto Theft Section (965-8049) conducts investigations concerning all thefts of *motor vehicles* including organized vehicle thefts rings and expert vehicular (or parts) identification. District headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 34.

FIELD DIVISION

FIELD ADMINISTRATION BR SOL GEN 35
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4890

Field Administration Br provides administrative advice and assistance to the 16 Ontario Provincial Police (OPP) District headquarters and OPP detachments. The Branch is responsible for *manpower* deployment, administration of field budgets and Detachment Planning Program in all OPP jurisdictions. Also coordinates the activities of the *Helicopter* Section.

The Indian & Municipal Policing Services Section (965-4308) is part of this Branch. It is responsible for *Native Peoples* policing in Ontario. Programs include the appointments of special constables at the request of *Indian Band Councils* to *police* their particular reserves. The Ontario Provincial Police (OPP) administers the training, salary and equipment of the special constables through the provisions of the *federal-provincial* cost-sharing agreement. Municipal policing involves the drawing up of contracts with *municipalities* which have opted for policing by OPP rather than maintain their own force, and other related matters. Also provides flying patrols in the northwestern and eastern portions of the province. Police aircraft visit isolated Native peoples communities on a regular basis. District headquarters and detachments are listed in the OPP Field Operations entry, SOL GEN 38.

FIELD SUPPORT SERVICES BR SOL GEN 36
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-4400

Field Support Services Br administers the OPP *Auxiliary Police* program. Members of the auxiliary are utilized to augment the regular force and to assist with regular police duties. Those interested may apply at the local Ontario Provincial Police (OPP) detachment. Requirements to become a member of the OPP Auxiliary are similar to those of the regular force. The Branch monitors the training and operational aspects of regular force Tactics and Rescue Units, Canine teams, S.C.U.B.A. teams, Marine units, Explosives Disposal Units, Pipe Band (OPP Pipes & Drums). Coordinates and liaises with OPP Training Branch on the selection of force *personnel* for specialized courses. Coordinates and liaises with the Ministry of Natural Resources on *flood* control advisory information. OPP district headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 38.

TRAFFIC DIVISION

TRAFFIC INVESTIGATIONS BR SOL GEN 37
ONTARIO PROVINCIAL POLICE
90 Harbour St.
Toronto M7A 2S1
416-965-5444

The Branch enforces *vehicle traffic* laws. Investigates complaints about all aspects of

traffic and analyzes *motor vehicle accidents,* from the point of view of traffic law enforcement, to determine how to make *highways* safer. District headquarters and detachments are listed under the OPP Field Operations entry, SOL GEN 38.

OPP FIELD OPERATIONS

OPP FIELD OPERATIONS SOL GEN 38

The Ontario Provincial Police (OPP) field operations are undertaken through 16 district headquarters and about 190 detachments listed below. The district commander is responsible for OPP activities within each district and heads an internal administration unit. Each district headquarters has *criminal, traffic* and identification units and a community services co-ordinator. With the exception of the community services coordinator, district headquarters personnel primarily provide internal supervision and support for the OPP detachments.

The community services coordinator supervises the activities of community services officers at the detachment level and also attends *schools* and public functions to inform citizens on *crime* prevention, *safety* and other police oriented matters. The coordinator is a local contact for the media.

Detachment personnel provide policing service within their particular detachment area. In *emergencies,* the OPP can be contacted through the telephone operator by asking for 'Zenith 50,000.'

DISTRICT HEADQUARTERS

20 Rose St.
Box 550
Barrie L4M 4T7
705-726-2220
(District #7)

400 North Front St.
Box 148
Belleville K8N 4Z9
613-968-5547
(District #9)

1160 North Shore Blvd. E.
Box 5021
Burlington L7R 3Y8
416-681-2591
(District #3)

317 Queen St.
Box 990
Chatham N7M 5L6
519-352-7660
(District #1)

222 Water St.
Box 1080
Kenora P9N 3X7
807-468-3357
(District # 17)

823 Exeter Rd.
Box 3143
London N6A 4J4
519-681-0851
(District #2)

Mille Roches Road
Box 430
Long Sault K0C 1P0
613-534-2209
(District #11)

630 Main St. N.
Box 250
Mount Forest N0G 2L0
519-323-4070
(District #6)

Cor. Chippewa & Rose Ave.
Box 686
North Bay P1B 8J8
705-476-5200
(District #12)

75 Dufferin St.
Box 160
Perth K7H 3E3
613-267-6780
(Distict #10)

Highway 7
Box 477
Peterborough K9J 6Z6
705-748-5522
(District #8)

740 Great Northern Road
Box 399
Sault Ste. Marie P6A 5M1
705-254-4361
(District #14)

Highway 101
Box 700
South Porcupine P0N 1H0
705-235-3255
(District #15)

20 Young St. S.
Box 666
Sudbuy P3E 4R6
705-675-1361
(District #13

489 N. Algoma St.
Box 3080
Thunder Bay P7B 5G5
807-344-0891
(District #16)

Highway 401 & Keele St.
Box 327
Downsview M3M 3A6
416-248-3151
(District #5)

DETACHMENTS

Box 965
Alliston L0M 1A0
705-435-5531

Box 640
Almonte K0A 1A0
613-256-2222

Loyalist Plaza
3 Manitou Crescent West
Amherstview K7N 1S3
613-389-8601

Box 10
Apsley K0L 1A0
705-656-4431

Box 10
Armstrong P0T 1A0
807-583-2394

Box 130
Atikokan P0T 1C0
807-597-2120

Box 281
Bala P0C 1A0
705-762-3304

Box 640
Bancroft K0L 1C0
613-332-2112

Box 550
Barrie L4M 4T7
705-726-6484

Beardmore, Ont
Beardmore P0T 1G0
807-875-2125

Box 860
Beaverton L0K 1A0
705-426-7366

Box 308
Belle River N0R 1A0
519-728-1810

Box 148
Belleville K8N 4Z9
613-968-6495

Box 387
Blenheim N0P 1A0
519-676-3300

Box 400
Blind River P0R 1B0
705-356-2244

Box 510
Bracebridge P0B 1C0
705-645-2211

Box 220
Bradford L0G 1C0
416-775-3326

Box 334
Brantford N3T 5N3
519-753-4161

Box 334
Brantford Twp. N3T 5N3
519-753-4161

Box 117
Brighton K0K 1H0
613-475-1313

Parkdale Ave.
Brockville K6V 5T6
613-345-1790

Box 514
Burk's Falls P0A 1C0
705-382-2015

Box 5021
Burlington L7R 3Y8
416-681-2511

Box 790
Campbellford K0L 1L0
705-653-2121

Box 337
Casselman K0A 1M0
613-764-5415

Box 148
Cayuga N0A 1E0
416-772-3322

Box 70
Central Patricia P0V 3A0
807-928-2211

Box 250
Chapleau P0M 1K0
705-864-1715

Box 990
Chatham N7M 5L6
519-352-1122

Box 329
Coboconk K0M 1K0
705-454-3311

Box 8
Cobourg K9A 4K2
416-372-5421

Box 98
Cochrane P0L 1C0
705-272-4391

6 Lionel Ave.
Dowling P0M 1R0
705-855-4525

Box 327
Downsview M3M 3A6
416-248-3151

Box 550
Dryden P8N 2Z2
807-223-2221

General Delivery
Dubreuilville P0S 1B0
705-884-2862

Box 9
Dutton N0L 1J0
519-762-2833

Ear Falls P0V 1T0
807-222-3112

Third St.
Elk Lake P0J 1G0
705-678-2226

Box 201
Elliot Lake P5A 2J7
705-848-2738

Box 189
Elmvale L0L 1P0
705-322-2424

Box 353
Emo P0W 1E0
807-482-2070

Fifth Ave., Box 1019
Englehart P0J 1H0
705-544-2233

Box 1123
Espanola P0P 1C0
705-869-1211

Box 910
Essex N8M 2Y2
519-776-5276

Box 1720
Exeter N0M 1S0
519-235-1300

Box 160
Foleyet P0N 1T0
705-899-2456

Box 130
Forest N0N 1J0
519-873-2349

Box 576
Gananoque K7G 2V1
613-382-2195

Geraldton P0T 1M0
807-854-1333

Box 306
Glencoe N0L 1M0
519-287-2620

Box 6
Goderich N7A 3Y5
519-524-8314

Box 40
Gogama P0M 1W0
705-894-2345

Box 224
Gore Bay P0P 1H0
705-282-2621

504 Division Rd. N.
Kingsville
Gosfield South Twp. N9Y 2Y9
519-733-2345

General Delivery
Grassy Narrows P0X 1B0
807-925-2221

218 Bristol St.
Guelph N1H 3M4
519-822-7250

Box 458
Haileybury P0J 1K0
705-672-3323

Box 305
Hawkesbury K6A 2R9
613-632-2729

Box 608
Hearst P0L 1N0
705-362-4245

Box 10
Hornepayne P0M 1Z0
807-868-2315

Box 1056
Huntsville P0A 1K0
705-789-5551

Box 158
Ignace P0T 1K0
807-934-2265

Box 388
Iroquois Falls P0K 1E0
705-232-4087

Box 10
Kakabeka Falls P0T 1W0
807-577-4226

Kaladar K0H 1Z0
613-336-2244

Box 277
Kapuskasing P5N 2Y4
705-335-2238

Box 160
Kemptville K0G 1J0
613-258-3441

Box 1080
Kenora P9N 3X7
807-468-8971

Box 119
Killaloe K0J 2A0
613-757-2600

Killarney P0M 2A0
705-287-2881

295 Victoria St. S.
Kincardine N0G 2G0
519-396-3341

Box 37, Stn. 'A'
Kingston K7M 6P9
613-384-2400

Box 246
Kirkland Lake P2N 3H7
705-567-5355

Box 276
Kitchener N2G 3X9
519-744-8131

Box 160
Lancster K0C 1N0
613-347-2449

21 Angeline St. N.
Lindsay K9V 5B7
705-324-6741

Box 70
Lion's Head N0H 1W0

Box 160
Listowel N4W 3H2
519-291-1414

Box 490
Little Current P0P 1K0
705-368-2200

Box 3143
London N6A 4J4
519-681-0300

Box 218
Longlac P0T 2A0
807-876-2248

Box 430
Long Sault K0C 1P0
613-534-2223

Box 269
Lucan N0M 2J0
519-227-4423

Box 490
Madoc K0K 2K0
613-473-4234

Box 23
Amherstburg
Malden Twp. N9V 2Z2
519-736-3483

Manitouwadge P0T 2C0
807-826-4641

Box 39
Manitowaning P0P 1N0
705-859-3155

Box 909
Manotick K0A 2N0
613-692-2525

Box 490
Marathon P0T 2E0
807-229-0220

Box 433
Markdale N0C 1H0
519-986-2211

Box 602
Matheson P0K 1N0
705-273-2213

770 John St.
Mattawa P0H 1V0
705-744-5503

Box 430
Maxville K0C 1T0
613-527-2124

Box 159
Virginiatown
McGarry Twp. P0K 1X0
705-634-2151

Box 1028
Meaford N0H 1Y0
519-538-1220

Box 27
Merlin N0P 1W0
519-689-4254

Box 250
Midland L4R 4K8
705-526-3761

Box 130
Millbrook L0A 1G0
705-932-2913

203 Steeles Avenue
Milton L9T 1Y1
416-878-2307

Box 1
Minaki P0X 1J0
807-224-3341

Box 188
Mindemoya P0P 1S0
705-377-5386

Box 58
Minden K0M 2K0
705-286-1431

Box 278
Moosonee P0L 1Y0
705-336-2320

Box 667
Morrisburg K0C 1X0
613-543-2949

630 Main St. N.
Mount Forest N0G 2L0
519-323-3130

Box 119
Nakina P0T 2H0
807-329-5364

470 Centre St.
Napanee K7R 1P8
613-354-3369/354-2123

Box 8
Nestor Falls P0X 1K0
807-484-2190

Box 280
Newcastle L0A 1H0
416-987-4060

Box 358
Niagara Falls L2E 6T8
416-356-1311

Box 189
Nipigon P0T 2J0
807-887-2637

Box 96
Noelville P0M 2N0
705-898-2211

Box 68
Port Rowan
Norfolk N0E 1M0
519-586-3526

Box 686
North Bay P1B 8J8
705-472-4343

Box 390
Oak Ridges L0G 1P0
Ontario Place
416-773-5281

Box 206
Orillia L3V 6J3
705-326-3536

Box 11-160, Stn. 'H'
Ottawa K2H 7T9
613-828-9171

Box 486
Owen Sound N4K 5P7
519-376-3433

Box 67
Parkhill N0M 2K0
519-294-6242

35 Tudhope St.
Parry Sound P2A 2X5
705-746-4225

Box 185
Pembroke K8A 6X3
613-735-0188

Box 160
Perth K7H 3E3
613-267-2626

Box 477
Peterborough K9J 6Z6
705-742-0401

Box 400
Petrolia N0N 1R0
519-882-1011

Box 1490
Picton K0K 2T0
613-476-2151

Box 460
Grand Bend
Pinery Park N0M 1T0
519-243-2735

Box 39
Port Burwell N0J 1T0
519-874-4433

49 S. Service Rd.
Mississauga
Port Credit L5G 2R8
416-278-6131

Box 99
Powassan P0H 1Z0
705-724-2016

Box 399
Prescott KOE 1T0
613-925-4221

Box 10
Rainy River P0W 1L0
807-852-3972

Howey Street
Red Lake P0V 2M0
807-727-2418

532 Stewart Street N.
Renfrew K7V 1Y6
613-432-5811

Box 730
Ridgetown N0P 2C0
519-674-5496

Box 730
Ridgetown N0P 2C0
519-674-5496

350 Springfield Rd.
Rockcliffe Park K1M 0K7
613-749-9220

Box 520
Rockland K0A 3A0
613-446-5124

Box 149
Rolphton K0J 2H0
613-586-2283

Box 1057
St. Catharines L2R 7A3
416-684-7433

Box 173
St. Thomas N5P 3T7
519-631-2920

Box 399
Sault Ste. Marie P6A 5M1
705-254-1415

Box 400
Schreiber P0T 2S0
807-824-2333

Box 271
Seaforth N0K 1W0
519-527-0700

Box 38
Sebringville N0K 1X0
519-393-6123

R.R. 2
Kaministiquia
Shabaqua P0T 1X0
807-933-4462

Box 220
Sharbot Lake K0H 2P0
613-279-2195

Box 519
Shelburne L0N 1S0
519-925-3838

Box 366
Simcoe N3Y 4L2
519-426-3434

Box 128
Sioux Lookout P0V 2T0
807-737-2020

Box 355
Sioux Narrows P0X 1N0
807-226-5211

Box 880
Smooth Rock Falls P0L 2B0
705-338-2711

Snelgrove
Snelgrove L0P 1M0
416-846-5644

Box 130
Sombra N0P 2H0
519-892-3404

Box 700
South Porcupine P0N 1H0
705-235-3345

Box 220
Spanish P0P 2A0
705-844-2424

Box 970
Stayner L0M 1S0
705-428-3134

Box 130, Britt
Still River P0G 1A0
705-383-2231

Box 69
Strathroy N7G 3J1
519-245-2323

Box 1000
Sturgeon Falls P0H 2G0
705-753-2990

Box 666
Sudbury P3E 4R6
705-675-1361

917 Lesperance Rd.
Tecumseh N8N 1W9
519-735-2424

Box 340
Temagami P0H 2H0
705-569-3633

Box 160
Thessalon P0R 1L0
705-842-3243

Box 3080
Thunder Bay P7B 5G5
807-344-8421

Box 96
Tillsonburg N4G 4H3
519-842-3633

Upsala P0T 2Y0
807-986-2211

Box 159
Virginiatown P0K 1X0
705-634-2151

Highway 17
Vermilion Bay P0V 2V0
807-227-2024

Box 247
Walkerton N0G 2V0
519-881-3130

805 Murray St.
Wallaceburg N8A 1W5
519-627-1401

Box 100
Warren P0H 2N0
705-967-2913

Box 140
Wasaga Beach L0L 2P0
705-429-3575

Box 19
Wawa P0S 1K0
705-856-2233

Box 99
Welland L3B 5P2
416-732-1368

Box 31
Wesport K0G 1X0
613-273-2812

98 Carp
West Carleton K0A 1L0
613-839-5566

Box 81
Wheatley N0P 2P0
519-825-4313

Box 57
Whitby L1N 5R7
416-668-3388

Box 249
White River P0M 3G0
807-822-2112

Box 131
Whitney K0J 2M0
705-637-2622

Box 460
Wiarton N0H 2T0
519-534-1323

Box 423
Winchester K0C 2K0
613-774-2603

Box 24
Wingham N0G 2W0
519-357-1331

Box 38
Woodstock N4S 7W5
519-539-9811

AGENCIES

ONTARIO POLICE ARBITRATION COMMISSION SOL GEN 39
25 Grosvenor St.
Toronto M7A 2H3
416-965-3348

The Ontario Police Arbitration Commission under the *Police Act* is responsible for monitoring and evaluating the effectiveness of the *police arbitration* system and making recommendations for its improvement.

ONTARIO POLICE COMMISSION SOL GEN 40
25 Grosvenor St.
Toronto M7A 2G9
416-965-6071

The Ontario Police Commission ensures adequate Ontario policing by organizing, training and encouraging the use of modern technology and cooperation among *police* in all *municipalities* for efficient law enforcement. Advises on the organization of police in regional governments. Coordinates police *communications* and information systems (CPIC - *Canadian Police Information Centre).* Analyzes and disseminates criminal intelligence information (CISO - *Criminal Intelligence Service,* Ontario, 965-8910). The Ontario Police Commission trains all levels of *police personnel* at the *Ontario Police College,* in Aylmer, Ontario (519-773-5361).

ONTARIO POLICE COMMISSION TECHNICAL SERVICES SOL GEN 41
25 Grosvenor St.
Toronto M7A 2G9
416-965-3281

The Branch provides technological support and advice for all accredited *police* forces in Ontario. Program Development Section is involved in *Computer Assisted Dispatch & Records Entry* (CADRE), *Canadian Police Information Centre* (CPIC) network management, *computer* systems for police and digital *communications* technology. Communications Services assists in upgrading voice communications facilities for the *Integrated Radio Services Program* (IRSP). Administers *grants* to police forces of *municipalities* for new radio systems under this program. Operational Support Services assists forces in operation of support systems such as the Canadian Police Information Centre (CPIC).

MINISTRY OF TRANSPORTATION & COMMUNICATIONS

1201 Wilson Ave.
Downsview M3M 1J8
(Location Exceptions Noted)

The Ministry of Transportation and Communications operates Ontario's highway system by performing design, construction and maintenance activities and provides subsidies to municipalities for road construction and maintenance. The Ministry is also responsible for driver licensing and all aspects of motor vehicle licensing and safety. It represents the rights of Ontario citizens in the communications field and regulates telephone service under provincial jurisdiction.

OFFICE OF THE DEPUTY MINISTER

MANAGEMENT IMPROVEMENT BR MTC 1
416-248-7103

Management Improvement Br reviews, recommends and implements changes for increased efficiency and effectiveness of Ministry management, structural organization, and management systems, procedures and practices. Carries out management studies and provides an internal management consultant service.

OFFICE OF WOMEN'S PROGRAMS MTC 2
416-248-7125

The office was established to address within this Ministry, the Ontario government's commitment to policies on affirmative action. The Affirmative Action Program aims to improve the status of Ontario government female employees with the ultimate aim of ensuring equal opportunity for women.

PUBLIC & SAFETY INFORMATION BR MTC 3
416-248-3708

Public & Safety Information Br originates and coordinates programs and projects stressing *safety* in the operation of cars and commercial *vehicles, motorcycles,* mopeds, bicycles and *snowmobiles* and *school bus* operations. Originates and supplies *school* safety materials and *seat belt* information and provides related safety *films.* Provides *road* bulletins and telephone road reporting service for the public and the media on condition of roads and *highways* in Ontario. For this service contact the Ministry's regional or district offices listed under the Operations Regional entry. The Branch also informs the public, client groups and the media about the Ministry's activities. It establishes communications policy for the Ministry and advises its branches on communications problems. The Branch provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, and producing and distributing publications, news releases and audio-visual materials.

STRATEGIC POLICY SECRETARIAT MTC 4
416-248-7121

Strategic Policy Secretariat is an internal secretariat working directly for the Minister or Deputy Minister. Manages Ministry's strategic policy development and planning process. Assesses external factors affecting present or future Ministry strategy and prepares spe-

cial strategic policy studies. Handles inquiries about the Ministry's *Strategic Policy Committee.*

COMMUNICATIONS DIVISION

COMMUNICATIONS OPERATIONS BR MTC 5

Communications Operations Br carries out representations and interventions regarding *telecommunications* services before the *Canadian Radio-Television and Telecommunications Commission (CRTC)* on common carrier, *cable* and *broadcast* applications; involves provincial comment on *Bell Canada* and *CN/CP* rate applications. Regulatory Operations Office (248-3736) investigates *consumers'* complaints regarding their *telecommunications* service. Telecommunications Systems Engineering Office (248-3567) provides related assistance to Communications Division; assists independent *telephone* industry in modernization plans; consults and advises the *Ontario Telephone Service Commission* on technical matters.

COMMUNICATIONS POLICY BR MTC 6
416-248-3731

Communications Policy Br develops Ontario government policy in the *communications* field. Activities include: development of *broadcast, cable* and common carrier and independent *telephone* company policies (248-3711); intergovernmental liaison with other provincial and federal agencies (248-3731); maintaining liaison with cable, broadcast and common carrier industries; undertaking *research* and analytical studies related to telecommunications services and systems. The Branch has a data bank of *statistical* information on population served by broadcasting and cable firms and on *television* viewing habits (248-3961).

ASSISTANT DEPUTY MINISTER - FINANCE & ADMINISTRATION

FINANCIAL PLANNING & ADMINISTRATION BR MTC 7
416-248-3465

The Financial Planning & Administration Br provides the Ministry with financial direction, planning, management and accounting services and financial liaison with Management Board of Cabinet, the Provincial Auditor, and other Ontario government ministries and agencies. The Branch is organized into four main functions: general accounting including payroll, accounts payable and expense account services; financial systems development, maintenance, and control; budgetary planning, evaluation, development, control and analysis; prequalification of contractors for bidding on government contracts.

INTERNAL AUDIT BR MTC 8
416-248-3366

Internal Audit Br performs the audit functions for this Ministry and the Ministry of Northern Affairs including the review and appraisal of Ministry accounting, financial, and operational controls. In addition the Branch analyzes Ministry of Transportation & Communications claims and negotiations and advises on settlements. The Branch audits the Ministry's electronic data processing systems, design and tender documents prior to awarding of contracts, payment records on Ministry, and Ministry-subsidized contracts. Also audits contractors and suppliers records, and municipal records to ensure that Ministry subsidies are spent as approved.

OFFICE OF LEGAL SERVICES MTC 9
416-248-3617

Provides legal services for the Ministry including advice on *driver* and *vehicle* matters (248-3131). It counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settlement of claims, acting at court hearings, etc. The Office is responsible to the Attorney General's Office. Regional solicitors who deal primarily with property matters are located in the Operations Regional offices in Toronto, (248-3074); London, (519-681-1441); North Bay, (705-472-7900) and Kingston, (613-544-2220). Claims Section (248-3127) handles *insurance* claims against the Crown for injuries and property damage arising from *accidents* on provincial highways or involving government *vehicles,* as well as claims by the Crown for damage to *highway* property or government vehicles excluding OPP vehicles.

PERSONNEL BR MTC 10
416-248-3643

Personnel Br performs the personnel functions for the Ministry of Transportation & Communications and for the Ministry of Northern Affairs. The Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. It is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. The Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

SERVICES DIVISION

COMPUTER SYSTEMS BR MTC 11
416-248-3977

Computer Systems Br is involved with computer systems development and maintenance for Ministry applications. Systems specialists also develop computer-related systems for management and regulatory applications. Computer Production Services provides production technical control, equipment acquisition, graphic production and data conversion services, and time sharing support.

PROPERTY BR MTC 12
416-248-3213

Property Br is responsible, in the areas of *property* appraisals, acquisition, management and disposal, for the provision of and compliance to provincial policies and procedure; ensures a high and uniform standard of performance in the area of *land* appraisals by performing 'on line' reviews of regional appraisals; provides and coordinates technical training programs. Also prepares all *arbitration* cases proceeding before the *Land Compensation Board.* Contact Operations Regional offices listed under Min of Transportation and Communications, Operations, Regional, MTC 17.

SUPPLY & SERVICES BR MTC 13
416-248-3178

The Branch provides the Ministry with the following services: Purchasing & Supply Office, (248-3361) purchases government *vehicles, construction,* maintenance and operating supplies and equipment. Disposal Section (248-3725) *auctions* government *vehicles.* Record Services Office (248-3531) performs *records management,* and prepares *manuals,* publications, *maps* (Ontario *road* maps, (248-3476) for Ministry distribution). The *Library* and Information Centre provides a resource and information service (248-3591) to support the Ministry's mandate and role and serves the transportation community in the area. The Centre contains a comprehensive book and periodical collection in ground transportation and communications, and selected materials in related fields. The Centre, located at 1201 Wilson Ave., Central Bldg., 1st Flr., Downsview, has been designated the Ministry *reading room* to provide public access to Ministry publications, statutes and some manuals and internal procedures used by the Ministry.

General Services Office (248-3853) runs a garage and instrument repair service and keeps an inventory of the movable assets of the Ministry. Tenders Section (248-3651) advertises and gives information on *construction* and supply contracts and opens *tenders.* Special Services Office (248-3364) provides administrative services including accommodation design; establishes sites for and inspects highway *service centres;* provides Ministry *telecommunication* and remote *airport* directional systems. Graphic Services Office (248-3557) provides art, display and reproduction facilities.

ASSISTANT DEPUTY MINISTER - PROVINCIAL HIGHWAYS

ENGINEERING CLAIMS OFFICE MTC 14
416-248-3611

Engineering Claims Office assesses claims for additional costs submitted by contractors awarded Ministry engineering contracts including all phases of *highway construction* and maintenance, construction of *bridges* and tunnels and associated work.

ESTIMATING OFFICE MTC 15
416-248-3401

Estimating Office advises senior Ministry officials on the fair price to pay for *highway construction* and maintenance contracts. Can provide an *economic* analysis of highway construction and related work. Produces annual reports on cost per mile of construction, structure and unit bid process. Capable of determining *energy* requirements along with the quantities and unit value of manufactured and raw material incorporated into the work.

HIGHWAY PROGRAM DEVELOPMENT BR MTC 16
416-248-3551

Highway Program Development Br provides program planning and evaluation, program development, priority setting and expenditure control for the *Provincial Highways Program.*

The Highway Program Planning Office develops program strategies and policy options, program objectives, and program long range plans. It prepares program positions and prospects, develops the program evaluation process and evaluates program results and effectiveness. It also develops and maintains the *transportation* planning information sys-

tem for provincial highways and carries out transportation planning studies for the system. It prepares annually the provincial highways perspective and systems status report and develops and applies priority planning systems including cost benefit analysis for proposed *highway* improvements.

The Highway Program Administration office develops and manages the capital *construction* and maintenance components of the provincial highways program through integrating and optimizing the capital investment. It prepares and maintains short and medium term provincial highway programs, produces the annual highway construction program, and coordinates the annual plan for the program. It manages the multi-year construction and maintenance expenditure, establishes construction staging and award schedules and determines and controls current year construction expenditures. It develops and maintains expenditure control systems for the entire Provincial Highways program.

OPERATIONS, REGIONAL MTC 17
416-248-3238

Operations, Regional of this Ministry are conducted through five regional and 18 district offices which perform pre-contract engineering, *construction* and maintenance activities and other functions associated with the *Provincial Highways program.* In addition, they provide some of the program delivery functions of the Municipal Roads Program, Safety & Regulations Program and Air Program. These functions are described more fully under the following Operations, Regional entries: Administrative Services, Construction Office, Drivers & Vehicles Office, Engineering & Right-of-Way Office, Maintenance Office, Municipal Roads Office, Remote Northern Transportation, Resources Planning & Scheduling. In addition to operating out of the five regional offices, the Drivers & Vehicles Office has 13 district offices and a number of driver examination centres (listed under the Operations, Regional, Drivers & Vehicles Office, MTC 20).

The 18 district offices assist municipal authorities in developing and maintaining a system of highways that meets municipal needs and is complementary to the provincial highways system. They provide advice to *municipalities* on construction and maintenance techniques when requested and authorize payment of Ministry *subsidy* funds to municipalities. In *unorganized territories* the district offices carry out construction or maintenance of local roads in cooperation with land owners. Listed below are the five regional and 18 district offices.

CENTRAL REGION

5000 Yonge St.
Toronto M2N 6E9
416-224-7400

District #4
P. O. Box 5020
1182 North Shore Blvd.
Burlington L7R 3Z9
416-637-5625

District #7
P. O. Box 150
138 Hope St. N.
Port Hope L1A 3W3
416-885-6381

District #6
5000 Yonge St.
Willowdale M2N 6E9
416-224-7400

EASTERN REGION

P. O. Box 4000
355 Counter St.
Kingston K7L 5A3
613-544-2220

District #10
P. O. Box 300
64 Monck Road
Bancroft K0L 1C0
613-332-3220

District #8
P. O. Box 4000
355 Counter St.
Kingston K7L 5A3
613-544-2220

District #9
530 Tremblay Road
Ottawa K1G 0E4
613-745-6841

NORTHERN REGION

P. O. Box 477
McKeown Ave.
North Bay P1B 8L2
705-472-7900

District #16
P. O. Box 820
50 Third Ave.
Cochrane P0L 1C0
705-272-4333

District #11
207 Main St.
Huntsville P0A 1K0
705-789-2391

District #14
P. O. Box 1390
Rockley Road
New Liskeard P0J 1P0
705-647-6761

District #13
P. O. Box 477
McKeown Ave.
North Bay P1B 8L2
705-472-7900

District #17
P. O. Box 7000
Station A
Sudbury P3A 4S2
705-522-9380

NORTHWESTERN REGION

615 South James St.
Station 'F'
P. O. Box 1177
Thunder Bay P7C 4X9
705-577-6451

District #20
P. O. Box 1070
808 Robertson St.
Kenora P9N 3X9
807-468-6494

District #18
P. O. Box 500
MacDougall St.
Sault Ste. Marie P6A 5M6
705-256-5682

District #19
P. O. Box 96
615 South James St.
Thunder Bay P7C 4V7
807-577-6451

SOUTHWESTERN REGION

P. O. Box 6008
659 Exeter Road
London N5V 2Y4
519-681-1441

District #1
P. O. Box 918
60 Keil Drive
Chatham N7M 5L3
519-354-1400

District #2
P. O. Box 6008
659 Exeter Road
London N5V 2Y4
519-681-1441

District #3
P. O. Box 8
581 Huron St.
Stratford N5A 6S8
519-271-3550

District #5
P. O. Box 520
1450 Seventh Ave. E.
Owen Sound N4K 5R1
519-376-7350

OPERATIONS, REGIONAL, ADMINISTRATIVE SERVICES — MTC 18

Regional and district offices provide a variety of services relating to financial, personnel, supply and support service matters to all program staff operating out of Regional/District and Field Offices. These include payroll and related items; processing of accounts for payment; maintaining cost records and budgets; purchasing of goods and/or services and appropriate stockkeeping; supply and service tenders; communications (telephone, teletype); recruitment, classifications, counselling of staff, etc.; newspaper advertising; a variety of support services including secretarial, typing, furniture and office equipment ordering and record maintenance, etc. See this Ministry's Operations, Regional entry, MTC 17, for a list of regional and district offices.

OPERATIONS, REGIONAL, CONSTRUCTION OFFICE — MTC 19

Through five Regional Construction Offices, the Ministry supervises contracts for the *construction* of new *highway* facilities and for rehabilitation and upgrading of the existing highways. The regional construction offices are located at this Ministry's five regional offices which are listed under the Operations, Regional entry, MTC 17.

OPERATIONS, REGIONAL, DRIVERS & VEHICLES OFFICE — MTC 20

Operations, Regional, Drivers & Vehicles Office provides driver examination, vehicle inspection and highway carrier enforcement programs through five regional and 13 district offices in the province. The offices hold driver examination tests for various classifications of *drivers* of *motor vehicles* including *motorcycles* and for driver education instructors, and issue drivers *licences* at 68 full-time centres and 98 travel points. Demerit system and driver improvement interviews are conducted at offices throughout the province. The vehicle inspection function involves inspection of commercial motor vehicles, monitoring of school and non-commercial *bus* inspection, issuance of *safety* standard certificates, and operation of portable and permanent inspection lanes. Highway Carrier officers inspect commercial motor vehicles for compliance with weight and license legislation. Oversize/overweight *permits* are issued in Districts on an annual, project and single-trip basis. The following is a list of the 5 regional offices and 13 district offices and the 68 full-time driver examination centres, arranged alphabetically by city or town.

CENTRAL REGION

Regional Office

5000 Yonge St.
Toronto M2N 6E9
416-248-7163

District Offices

District 22
2520 Dixie Road S.
Mississauga L4Y 2A5
416-279-5305
(Regional Municipality of Peel and those portions of Regional Toronto, situated west of Highway 11 (Yonge St.)

Driver's Licences
416-275-6300

Bus & Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
416-279-5305

Vehicle Permits & Licences
1201 Wilson Ave.
Downsview
416-248-7171

Oversize/Overweight Permits
1201 Wilson Ave.
Downsview
416-248-7196

Vehicle Inspection Lanes
262 Falstaff Ave.
Downsview
416-248-3409

District 21
773 Warden Ave.
Scarborough M1L 4C2
416-750-3407
(Regional Municipality of Durham, the Counties of Northumberland, Peterborough & Victoria & those portions of the Regional Municipality of York & Metropolitan Toronto, situated east of Highway 11 (Yonge St.)

Driver's Licences
416-751-4952

Bus & Truck Operations
Safety Inspection of Vehicles
416-750-3407

Vehicle Permits & Licences
Queen's Park: 416-965-2206
Oshawa: 416-728-7505

District 23
370 Kenora Ave. N.
Stoney Creek L8E 2W2
416-561-5921
(County of Brant, the former County of Haldimand & the Regional Municipalities of Halton, Hamilton-Wentworth and Niagara)

Driver's Licences
416-561-5921

Bus & Truck Operations
416-561-5926

Safety Inspection of Vehicles
416-561-5927

Vehicle Permits & Licences
416-561-5921

Oversize/Overweight Permits:
Hamilton: 416-561-5921
St. Catharines: 416-685-6527

EASTERN REGION

Regional Office

533 Montreal St.
Kingston K7K 3H9
613-544-2220

District Offices

District 41
533 Montreal St.
Kingston K7K 3H9
613-544-2220
(Counties of Lennox & Addington, Hastings, Prince Edward, Frontenac, the United Counties of Leeds-Grenville and Stormont, Dundas & Glengarry)

District 42
1570 Walkley Road
Ottawa K1V 6P5
613-731-1760
(Counties of Lanark, Renfrew, the United Counties of Prescott and Russell and the Regional Municipality of Ottawa-Carleton)

Driver's Licences
613-731-1760

Bus & Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
Vehicle Permits & Licences
613-731-6451

NORTHERN REGION

Regional Office

447 McKeowan Ave.
P. O. Box 3030
North Bay P1B 8L2
705-472-7900

District Offices

District 51
447 McKeown Ave.
North Bay P1B 8L2
705-472-7900
(District of Parry Sound, Nipissing, the District Municipality of Muskoka & the Provisional County of Haliburton)

District 52
83 Algonquin Blvd. W.
Timmins P4N 2R4
705-264-5349
(Districts of Timiskaming and Cochrane, Sudbury, Manitoulin and Eastern part of Algoma District and the Regional Municipality of Sudbury)

Driver's Licences
705-264-5349

Sudbury (Drivers & Vehicles)
705-566-0315

Bus & Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
705-264-2239

NORTHWESTERN REGION

Regional Office

801 West Walsh St.
Box 1177
Thunder Bay P7C 4X9
807-577-5745

District Offices

District 62
808 Robertson St.
Box 2250
Kenora P9N 3X9
807-468-5618
(Districts of Kenora & Rainy River)

Driver's Licences
Oversize/Overweight Permits
Bus & Truck Operations
Safety Inspection of Vehicles
807-468-9715

District 63
370 Lake St.
Sault Ste. Marie P6B 3L1
705-254-4365
(District of Algoma)

District 61
615 South James St.
Thunder Bay P7C 4X9
807-577-5745
(District of Thunder Bay)

Vehicle Licensing
Driver's Licences
807-577-6451 Ext. 201

Oversize/Overweight Permits
Bus & Truck Operations
807-577-5745

Safety Inspection of Vehicles
807-577-5746

Dryden Office
479 Government Road
P. O. Box 3000
Dryden P8N 3B3
807-223-3237

Fort Frances Office
621 Mowat Ave.
P. O. Box 536
Fort Frances P9A 1Z2
807-274-6623

SOUTHWESTERN REGION

Regional Office

659 Exeter Road
P. O. Box 5338
London N6A 5H2
519-681-1441

District Offices

District 33
524 Belmont Ave. W.
Kitchener N2M 5E3
519-744-6348
(Counties of Huron, Perth, Wellington, Bruce, Grey, Dufferin, Simcoe and the Regional Municipality of Waterloo)

Driver's Licences
519-744-6348

Bus & Truck Operations
519-744-1129

Safety Inspection of Vehicles
519-744-1120

Vehicle Permits & Licences
(Stratford) 519-271-0961

Oversize/Overweight Permits:
Barrie: 705-726-1262
Kitchener: 519-744-6348

District 31
659 Exeter Road
London N6A 5H2
519-681-1441
(Counties of Elgin, Oxford, Middlesex and the former County of Norfolk)

Driver's Licences
519-681-2501

Bus & Truck Operations
Safety Inspection of Vehicles
Oversize/Overweight Permits
Vehicle Permits & Licences
519-681-1441

District 32
2090 Wyandotte St. E.
Windsor N8Y 1E6
519-258-8312

(Counties of Essex,
Kent & Lambton)

Driver's Licences
Bus & Truck Operations
Safety Inspection of Vehicles
519-258-8312

Vehicle Permits & Licences
(Chatham) 519-352-6154

Oversize/Overweight Permits:
Chatham: 519-352-6154
Sarnia: 519-542-7707
Windsor: 519-258-8312

DRIVER EXAMINATION CENTRES

96A Yonge St. S.
Aurora L4G 1M2
416-727-9331

64 Monck St.
Bancroft K0L 1C0
613-332-3220/33

The Duckworth Plaza
353 Duckworth St.
Barrie L4M 3X8
705-726-1262

220 Dundas St. E.
Belleville K8N 1E3
613-962-8661/2

Squire Mews, Store 13
239 Queen St. E.
Brampton L6W 2B6
416-459-0660

14 Holiday Inn Dr.
P. O. Box 1554
Brantford N3T 5V6
519-756-5735/0290

44 Parkdale Ave.
Brockville K6V 3G8
613-342-9772/9

Towers Plaza
152 Plains Rd. W.
Burlington L7T 1E9
416-632-0446

261 Elgin St. N.
Box 123
Cambridge N1R 4S9
519-623-0550

Court House
Cayuga NOA 1E0
416-772-5302

62 Keil Drive S.
Chatham N7M 3G8
519-352-6154

70 Ontario St.
Clinton N0M 1L0
519-482-7831

19 Charles St.
Cobourg K9A 2T4
416-372-9415

50 Third Ave.
Bag 5000
Cochrane P0L 1C0
705-272-4333

103 Eleventh St. W.
Cornwall K6J 3A8
613-933-8921/2

479 Government Rd.
P. O. Box 3000
Dryden P9N 3B3
807-223-3237

375 Station Road
Box 240
Espanola P0P 1C0
705-869-4884

621 Mowat Ave.
Box 536
Fort Frances P9A 3M8
807-274-6623

Victoria Grange Plaza
25 Victoria Rd. N.
Guelph N1E 5G6
519-824-2790

370 Kenora Ave. N.
Stoney Creek L8E 2W2
416-561-5921

Mountain Plaza, Store U
673 Upper James St.
Hamilton L9C 5R9
416-389-2242/3

21 Nelson St.
Hawkesbury K6A 1L4
613-632-4638

MTC Administration Bldg.
207 Main St. W., 2nd Flr.
Huntsville P0A 1K0
705-789-2391

6 Queen St.
Kapuskasing P5N 1G7
705-335-4290

808 Robertson St., 2nd Flr.
Box 2250
Ontario Government Building
Kenora P9N 3X9
807-468-9715/5618

533 Montreal St.
Kingston K7K 3H9
613-544-2220 Ext. 347

40-B Lebel Ave.
Kirkland Lake P2N 2Y5
705-567-7911

524 Belmont Ave. W.
Kitchener N2M 1N3
519-744-6348/9

89 Erie St. N.
Leamington N8H 2Z7
519-326-2581

Ontario Government Building
322 Kent St. W., Room 133
Lindsay K9V 2Z9
705-324-6431

659 Exeter Rd.
Box 5338
London N6A 5H2
519-681-2501

578 King St.
Midland L4R 3M9
705-526-9471

2520 Dixie Road S.
Mississauga L4Y 2A5
416-275-6724

500 Rockley Rd.
Box 1209
New Liskeard P0J 1P0
705-647-5406

Stamford Green Plaza
3495 Portage Rd. N.
Niagara Falls L2J 2K5
416-356-0742/4346

447 McKeown Ave.
Box 3030
North Bay P1B 8L2
705-474-3620

Trafalgar Village Plaza
125 Cross Ave., Store F4B
Oakville L6J 2W8
416-845-0451

70 First St,. Suite 101
Orangeville L9W 2E5
519-941-6861

I.G.A. Plaza
404 Laclie St.
Orillia L3V 4P5
705-326-9293

67 Thornton Rd. S.
Oshawa L1J 5Y1
416-728-7616/7505

1570 Walkley Rd.
Ottawa K1V 6P5
613-731-1760

1852 Third Ave. E.
Owen Sound N4K 2M6
519-376-2342

513 Eganville Rd.
Pembroke K8A 4E6
613-732-7041

164 Sherbrooke St.
Peterborough K9J 2N3
705-745-2332

Room M120, Macdonald Block
Queen's Park, Toronto
416-965-2206

32 Duke Ave.
Renfrew K7V 3B9
613-432-4556

512 Welland Ave.
St. Catharines L2M 5V5
416-685-6527

7B First Ave.
St. Thomas N5R 4M3
519-633-1690

1362 Lambton Mall Rd., Suite 4
Sarnia N7S 5A1
519-542-7707

370 Lake St.
Sault Ste. Marie P6B 3L1
705-254-4365

773 Warden Ave.
Scarborough M1L 4C2
416-751-4952

599 Banks St.
Simcoe N3Y 3N3
519-426-6722

10 Church St. W.
Smiths Falls K7A 1P5
613-283-2815

431 Hibernia St.
Stratford N5A 5W2
519-271-0961

200 Metcalfe St. E.
Strathroy N7G 1P8
519-245-1020

Montrose Mall
782 LaSalle Blvd.
Sudbury P3A 4V4
705-566-0315

615 South James St.
Box 1177
Thunder Bay P7C 4X9
807-577-6451 ext. 249

56 Brook St. E.
Tillsonburg N4G 1Z6
519-842-5739

83 Algonquin Blvd. W.
Timmins P4N 2R4
705-264-5349

262 Falstaff Ave.
Downsview M6L 2G1
416-248-7211

146 Hallam St.
Toronto M6H 1X2
416-532-5042

82 Division St.
Trenton K8V 4W5
613-392-3346

220 Rideout St
Walkerton N0G 2V0
519-881-3400

11B Second Ave.
Box 497
Wawa P0S 1K0
705-856-7086

A & P Plaza
325 Thorold St. W.
Welland L3C 3W4
416-732-3132/3321

449 Main St. E.
Winchester K0C 2K0
613-774-2206

2090 Wyandotte St. E.
Windsor N8Y 1E6
519-258-8312

Springbank Shopping Plaza
212 Springbank Ave.
Woodstock N4S 7R3
519-539-2223

OPERATIONS, REGIONAL, ENGINEERING & RIGHT-OF-WAY OFFICE — MTC 21

An Engineering & Right-of-Way Office is located at each of the Ministry's five regional offices which are listed under the Operations, Regional entry. Each office manages all pre-construction engineering activities, *evironmental assessment,* property acquisition and disposal required for the Ministry's *highway* improvement programs. The Planning & Design Section prepares preliminary designs and assessments of existing and future highway systems; prepares detailed project and contract designs; administers, directs and coordinates activities to ensure that detailed design contract packages conform to the Environmental Assessment Act; ensures compatibility of public and private developments with existing highway facilities and future improvements. The Surveys & Plans Section provides all engineering and land *surveys* and aerial *photograph* interpretation in the Region. The Property Section acquires, manages, leases and sells the Ministry's *property* holdings. The Geotechnical Section conducts investigations and evaluations of existing *soil* conditions, recommends embankments and pavement designs, and specifies retaining wall and culvert foundation capacities; identifies and tests aggregate sources suitable for use by Ministry contractors. The Structural Section undertakes structural and *hydrological* designs.

OPERATIONS, REGIONAL, MAINTENANCE OFFICE — MTC 22

The *Highway Maintenance Program* for all districts in the region is coordinated, approved and monitored through an office in each of the Regional Offices (see list under this Ministry's Operations, Regional entry, MTC 17). These offices manage *construction* and maintenance programs associated with patrol yards and buildings. They also operate *vehicle* inspection stations. Through their Traffic Section, they collect *traffic statistics,* conduct traffic operations studies, determine *road* information sign and traffic signal locations and provide traffic engineering services upon request from authorities external and internal to the Ministry.

OPERATIONS, REGIONAL, MUNICIPAL ROADS OFFICE — MTC 23

Approves and authorizes *financial assistance* to *municipalities* through the Ministry's municipal *road* programs, within policy guidelines as established by Head Office. A Municipal Roads Office is located at each of the Ministry's five regional offices which are listed under the Operations, Regional entry, MTC 17.

OPERATIONS, REGIONAL, REMOTE NORTHERN TRANSPORTATION MTC 24
615 South James St.
P.O. Box 1177
Postal Station 'F'
Thunder Bay P7C 4X9
705-577-6451

This office, located in the northwestern regional headquarters, is responsible for the *construction* and ongoing maintenance of remote *airports* in *Northern Ontario*. For information on provincial policy on aviation matters, see this Ministry's Air Office entry, MTC 41.

OPERATIONS, REGIONAL, RESOURCES PLANNING & SCHEDULING MTC 25

A Resources Planning & Scheduling Office is located at each of this Ministry's regional offices except the northwestern region (see the Operations, Regional entry, MTC 17, for a list of regional offices). The offices provide *computer services,* staff training and development, *personnel* management and management *systems development* to each region (excluding northwestern). They coordinate the development of improvements to the *highway* system within the regions as part of the Provincial Highway Program.

HIGHWAY ENGINEERING DIVISION

ENGINEERING MATERIALS OFFICE MTC 26
416-248-3987

Engineering Materials Office, Bituminous (248-3688), Concrete (248-3684), Chemical (248-3149) and *Soils* & Aggregates (248-3286) Sections provide quality standards, policies and guidelines for asphalt concrete pavements; portland cement concrete pavements; chemical, metal and special products, respectively, and provide specialized expertise in these areas, as well as providing *laboratory* testing, technical evaluation and approval services related to bitumen and bituminous products; concrete and concrete products; chemical, metal and special products used in the design, *construction* and maintenance of the transportation system including *highways* and *bridges*. The Pavement and Foundation Design Section (248-3255) provides policies and guidelines for pavement structure design and management, and, (248-3282) carries out field investigations and recommends type of structure foundations and provides specialized expertise in these areas.

HIGHWAY OPERATIONS BR MTC 27
416-248-3665

The Branch develops for use by the regional staff, policies and procedures required for the design, construction and maintenance of the *highway* system. Regional and district offices, responsible for the delivery of design, construction and maintenance services, are listed under this Ministry's Operations, Regional entry, MTC 17.

The Contract Management Office (248-3661) develops policies and procedures required for contract management. Develops operations policies and procedures for the format and control of final contract *tendering* documents. Provides official Ministry interpretation to *contractors* on matters identified during bidding.

The Highway Design Office (248-3541) develops policies and procedures for *highway* design, *electrical* design and *hydrology*. Coordinates Ministry responses to *land* development proposals.

The Equipment Engineering Office (248-3231) maintains a fleet of *vehicles* and equipment for the Ministry and trains garage staff on fleet maintenance and management.

The Maintenance Operations Office (248-3665) develops policies, standards and procedures required for *highway* maintenance operations. Provides policies, procedures and standards for highway *landscaping, electrical* maintenance and *advertising* signs and building *permits.*

The Traffic Engineering Office (248-3781) develops and implements policies, standards and procedures for *traffic* control devices such as traffic signs, signals, illumination, *speed limits,* etc. Develops improvements and traffic control techniques and devices and assists in *municipal* studies and improvements. Conducts the *freeway surveillance program.*

The Environmental Office (248-3931) develops policies and procedures required for the Ministry's compliance with *environmental* legislation and regulations.

HIGHWAY STANDARDS OFFICE MTC 28

The Highway Standards Office develops and maintains standard specifications and standard drawings that reflect Ministry construction and maintenance requirements.

STRUCTURAL OFFICE MTC 29
416-248-3492

The Structural Office designs *bridges* and retaining walls on *highways* and prepares plans and contract documents for their *construction.* Reviews proposed designs of *municipal* bridges and culverts, evaluates the safe load carrying capacity of bridges. Recommends enactment of municipal load limit by-laws. Generates and maintains structural standards, structural manuals and handbooks and design aids.

SURVEYS & PLANS OFFICE MTC 30
416-248-3627

The Surveys and Plans Office provides the Ministry with policy guidelines and procedures for aerial and ground *surveys* and *remote sensing.* Products of the Office are photogrammetric plans, cartographic *maps,* computer graphics services, legal documentation and plans and control survey data/services. Maps are available to the public (248-3476) through the Map Unit, Supply and Services Branch.

Information is available on an area basis from the Regional and District Offices listed under this Ministry's Operations, Regional entry, MTC 17.

ASSISTANT DEPUTY MINISTER - SAFETY & REGULATION

HIGHWAY CARRIER LICENSING SECTION MTC 31
416-248-7146

Highway Carrier Licensing Section administers the *Public Vehicles Act* and the *Public Commercial Vehicles Act.* Issues *licences* to: public vehicles (PV), e.g., *bus* and charter operations (248-3874); to public commercial vehicles (PCV), e.g., *truck,* tractors, dual purpose vehicles operating for hire in Ontario beyond the municipality of origin; and to

freight forwarders (FF). Issues Class L *permits* (single-trip) to U.S. common carriers for movements of freight-in-bond through Ontario to another destination, e.g., corridor movements. Applications for cartage licences within a municipality should be made at the Clerk's office in the municipality. Vehicle inspection and issuance of permits are carried out by the regional and district offices listed under this Ministry's Operations, Regional, Drivers and Vehicles Office entry, MTC 20.

DRIVERS & VEHICLES REGIONAL OPERATIONS MTC 32
416-248-7154

Drivers & Vehicles Regional Operations coordinates the enforcement of legislation and develops and coordinates policy carried out through five regional and 13 district offices located throughout Ontario. The programs of these offices, which provide *driver* examination and licensing, *vehicle licensing* and inspections, and highway carrier licensing, are described individually under this Ministry's Licensing & Control Br: Driver Control Office, Driver Licensing Office, Vehicle Licensing Office, Vehicle Inspections, Highway Carrier Office and Vehicle Records and Information. The Staff *Safety* Office is responsible for policies and programs to protect Ministry employees from work-related accidents and injuries. The regional and district offices are listed under this Ministry's Operations, Regional, Drivers & Vehicles Office, MTC 20.

TRANSPORTATION REGULATION DIVISION

LICENSING & CONTROL BR DRIVER CONTROL OFFICE MTC 33
2680 Keele St.
Downsview M3M 1J8
416-249-3303

The Driver Control Office ensures that Ontario *drivers* are competent to operate vehicles; keeps records to identify problem drivers. Runs demerit point system; issues warnings; suspends and reinstates driver's *licence* as required by statute. Checks *motor vehicle* collision reports after *accidents* to determine need for re-examinations, medical or vision certificate. For information on suspensions of uninsured drivers under the Motor Vehicle Accident Claims Act, call Ministry of Consumer & Commercial Relations Motor Vehicle Accident Claims at 963-0566. For fines non-payment, call Defaulted Fines Control Centre under the Ministry of the Attorney General, at 965-3711. For a list of Drivers & Vehicles regional and district offices and full-time driver examination centres, see this Ministry's Operations, Regional, Drivers & Vehicles Office entry, MTC 20.

LICENSING & CONTROL BR DRIVER LICENSING OFFICE MTC 34
2680 Keele St.
Downsview M3M 1J8
416-249-8571

The Driver Licensing Office issues an appropriate *driver's licence* (including learner's *permits,* renewals, replacements and corrections of licences) to all eligible applicants in Ontario. Collects and refunds appropriate fees to drivers. Maintains *statistics* on *motor vehicle accidents.*

For a list of Drivers & Vehicles regional and district offices and full-time driver examina-

tion centres, see this Ministry's Operations, Regional, Drivers & Vehicles Office entry, MTC 20.

LICENSING & CONTROL BR VEHICLE INSPECTIONS SECTION MTC 35
416-248-7151

The Vehicle Inspections Section administers programs designed to reduce death, injury and property damage caused by defective *vehicles*. Inspection mechanics under *licences* of appointed inspection stations are permitted to issue *safety* standard certificates confirming mechanical fitness of vehicles. Roadside inspection sites throughout Ontario and at commercial vehicle operators' terminals inspect safety related vehicle components or systems on heavy commercial motor vehicles. Permanent inspection lanes at Downsview and portable inspection lanes travelling throughout the province during the summer months identify light vehicles (cars and light trucks) having defects affecting safety of operation. *School bus* and public vehicle safety inspections are conducted semi-annually. For a list of Drivers & Vehicles regional and district offices and full-time driver examination centres, see this Ministry's Operations, Regional, Drivers & Vehicles Office entry, MTC 20.

LICENSING & CONTROL BR VEHICLE LICENSING OFFICE MTC 36
Ferguson Block
Toronto M7A 1Z8

The Vehicle Licensing Office registers and issues *licences* for all *motor vehicles, trailers* and snow vehicles, (e.g., *snowmobiles)*. Issues licences to individuals in respect of specific premises used for wrecking or dealing in motor vehicles. Although the management and control of program is administered at Queen's Park, licensing is available throughout Ontario through agents at 315 locations.

For information on how to get licences for vehicles, contact the Agents Issuing Section, Queen's Park, 416-965-1226, your local Issuing Agent or any of the following Ministry Issuing Offices. For information on ownership of vehicles see this Ministry's Licensing & Control Br Vehicle Records & Information entry, MTC 37.

382 Wellington St. W.
Chatham N7M 1K4
519-352-6154

533 Montreal St.
Kingston K7K 3H9
613-544-2220

659 Exeter Road
Box 5338
London N6E 1L3
519-681-1441, Local 240

2520 Dixie Road S.
Mississauga L4Y 2A5
416-279-5305

447 McKeown Ave.
North Bay
705-472-7900

67 Thornton Road S.
Oshawa L1J 5Y1
416-728-7505

1570 Walkley Road
Ottawa K1V 6P5
613-731-1760

370 Kenora Ave. N.
Stoney Creek L8E 2W2
416-561-5921

431 Hibernia St.
Stratford N5A 5W2
519-271-0961

615 South James St.
Box 1177
Thunder Bay P7C 4X9
807-577-5745

1st Floor, Macdonald Block
Queen's Park, Toronto
416-965-2206

1201 Wilson Ave.
Toronto (Downsview) M3M 1J8
416-248-7171

LICENSING & CONTROL BR VEHICLE RECORDS & INFORMATION — MTC 37
Ferguson Block
Toronto M7A 1Z8
416-965-1500

The Vehicle Records & Information Office provides information on *vehicles* to the police (965-9545) and for a fee to insurance companies, legal firms and the public. Write to: Vehicle Records, Min. of Transportation & Communications, Ferguson Block, Queen's Park, Toronto M7A 2A2; or go in person to Macdonald Block, Queen's Park or district offices listed under this Ministry's Operations, Regional, Drivers & Vehicles entry, MTC 20. Answers inquiries on change of address for vehicle ownership *permits* (965-4395). For information on advance accounts for vehicle registration, call 965-0755. Search Group (965-1563) provides current or historical (current plus 3 years) data on vehicles ownership, description and *insurance* searched by plate number, owner's name or serial number (for passenger cars and *trailers).* Fee is $3. Terminal Operations (965-9545) issues replacement copies of lost vehicle permits at $2. Inquire about replacements already applied for at 965-4620. Public Resolve Group (965-3635) helps correct records on vehicles when parking *summonses* and *warrants* were wrongly issued, or vehicles were sold and purchaser failed to complete all aspects of the transaction.

PROGRAM DEVELOPMENT BR — MTC 38
416-248-3548

Program Development Br determines regulatory program needs of *drivers* and private and commercial *vehicles* by conducting an annual evaluation of their performance. Develops new programs and strategies to meet Ontario's social, economic, evironmental and technological needs. Establishes standards for drivers and vehicles. Negotiates *licence* plate reciprocity agreements (commercial vehicles) with the United States and other Canadian jurisdictions and provides information and liaison on matters relating to government policies concerning the *highway* carrier industries. Manages the vehicle equipment approval program and investigates *accidents* in which condition of vehicles may have been contributory factor. Develops and modifies procedures for *safety* standards enforcement. Prepares drafts for proposed legislation and regulations.

VEHICLE REGISTRATION SYSTEM PROJECT — MTC 39
25 Grosvenor St.
Toronto M7A 1Y6
416-965-3248

Vechicle Registration System Project was set up in July, 1978 to re-design the *vehicle* registration system. The project is expected to continue until 1983.

ASSISTANT DEPUTY MINISTER - PROVINCIAL/MUNICIPAL TRANSPORTATION

COORDINATOR EXTERNAL RELATIONS MTC 40
416-248-3789

The Coordinator External Relations coordinates *intergovernmental* relationships between Ontario and the other provinces and the federal government in the field of *transportation.* The Coordinator monitors the activities, new programs and legislation of other provincial governments and the federal government, and assesses the possible impact on the Ministry for the information of senior management.

TRANSPORTATION PROGRAMS DIVISION

AIR OFFICE MTC 41
416-248-3325

The Air Office develops provincial policy on aviation matters; reviews applications before the Air Transport Committee of the Canadian Transport Commission and prepares provincial positions to influence the committee and the federal government; plans provincially funded *air* services; administers *financial assistance* to *municipalities* for local *airports;* plans and programs the construction and maintenance of remote airports in *Northern Ontario.* The actual construction and maintenance activities for remote airports are carried out by Operations, Regional, Northwestern Region. See entry under Operations, Regional, Remote Northern Transportation Office, MTC 24.

MARINE & PIPELINE OFFICE MTC 42
416-965-1209

The Marine and Pipeline Office develops provincial policy on *water transportation* and *pipeline* matters which affect the province.

MUNICIPAL ROADS OFFICE MTC 43
416-248-3621

The Municipal Roads Office develops policy for the provision of *financial assistance* to all *municipalities* and groups in *unorganized territories* for the *construction* and maintenance of *roads* and *bridges;* develops systems to assist municipalities in the overall programming of capital works; processes submissions to the *Urban Transportation Assistance Program* involving municipal roads. Construction and maintenance in unorganized territories as well as direct contact on a day to day basis with municipalities is carried out in various District Offices under direction of Regional Municipal Roads Offices. For a list of the district offices see this Ministry's Operations, Regional, entry, MTC 17.

RAIL OFFICE MTC 44
416-248-3477

The Rail Office develops provincial policy on *rail* matters. Maintains close contact with *railway* companies and manages the *Urban Transportation Assistance Program.*

TRANSIT OFFICE MTC 45
416-248-3785

The Transit Office provides *financial assistance* to *municipalities* for *transit* operations by bus, streetcar and subway; for construction, acquisition and rehabilitation of capital as-

sets and equipment; for transit planning studies and demonstration projects. Provides municipalities with technical and organizational assistance in transit operations.

POLICY PLANNING & RESEARCH DIVISION

EXPERIMENTAL DEMONSTRATION & TECHNOLOGY TRANSFER — MTC 46
416-248-7226

The Experimental Demonstration & Technology Transfer Office is responsible for the experimental facilities on *transportation research* in the Research and Development Branch. This includes engineers and technicians specializing in areas such as electronics, acoustics, instrumentation, automobile and mechanical engineering besides equipment and instrumentation to support the research programs. Electronic and instrumentation *laboratory* facilities are available to other ministries. The Technology Transfer Office is responsible for the publishing facilities in the Policy Planning & Research Division. The staff of editors and graphics specialists assist in the production of research reports and technical brochures written by scientific staff of the Research and Development Branch.

POLICY PLANNING BR — MTC 47
416-248-3638

The Branch consists of three separate Offices: Policy Development Office (248-3727), Policy Analysis and Evaluation Office (248-3727), and Demand Analysis and Forecasts Office (248-3795). It is responsible for developing, maintaining and supplying *travel* demand forecasts for the Ministry's strategic and program planning activities; developing long range perspectives on urban and inter-city movement of goods and people; developing corporate policy positions on multi-modal *transportation* issues; developing evaluation criteria and methodology to assess the achievement of the Ministry's goals and objectives and the contribution by the Ministry's programs to other government programs.

RESEARCH & DEVELOPMENT BR — MTC 48
416-248-3917

Conducts engineering *research* and development related to materials, pavement and structures as well as other technological improvements associated with Ministry *transportation* programs. Carries out system research and development relative to *traffic* control systems, commercial *vehicle* dynamics (e.g. response to pavement materials, the use of various tires, etc.), behavioral science, *transit* vehicles. Provides support research and testing to Urban Transportation Development Corporation (UTDC), Toronto Area Transit Operating Authority (TATOA), Transportation Energy Management Program (TEMP) as well as testing instrumentation expertise and value engineering. Further details of Branch activities are described under Research and Development and the activity name.

RESEARCH & DEVELOPMENT BR AUTOMOTIVE ENERGY — MTC 49
416-248-7141

Supports the Ministry's *Transportation Energy Management Program* with a *research* and test program in the following areas: *motor vehicles, trucks* and alternate *fuels.*

RESEARCH & DEVELOPMENT BR CONTROL SYSTEMS MTC 50
416-248-3771

Research and development in the application of modern automation and process control technology to improve the efficiency and safety of *transportation* systems. Current research and development projects involve *highway* corridor *traffic* management systems, computerized area traffic signal control systems for small *municipalities,* command and control systems for urban *rail transit* and microprocessor applications in transportation systems. An up-to-date *library* of traffic simulation and optimization programs is maintained for research applications.

RESEARCH & DEVELOPMENT BR EXPERIMENTAL DEMONSTRATION MTC 51
416-248-7226

Responsible for experimental facilities on *transportation research* this unit includes engineers and technicians specializing in areas such as electronics, acoustics, instrumentation, automobile and mechanical engineering in addition to equipment and instrumentation to support the research programs. Electronic and instrumentation *laboratory* facilities are available to other Ministries.

Technology Transfer disseminates information to target audiences within the Ministry, industry, the general public, and other provincial, national and international governments and institutions, effectively directing the printing, publication and distribution of technical reports, papers, research abstracts, implementation packages and audio-visual presentations.

RESEARCH & DEVELOPMENT BR HUMAN & SOCIAL SYSTEMS MTC 52
416-248-7191

Carries out investigations of *driver* behaviour and associated education, training and testing in support of *highway safety;* study of the operational effectiveness of *transportation* components and networks (e.g. *truck* inspection system); establishment of the inter-relationship of infrastructure capacity, equity and maintenance costs with load legislation, enforcement and the economy of goods transport; social and human studies related to *transit* and highway use (e.g. reaction to *noise* barriers, transit information systems); countermeasures *research* for highway safety (e.g. *speed limits, seat belts);* indentification of transportation related opportunities for Ontario *industry* through *economic* and operations research and development.

RESEARCH & DEVELOPMENT BR MATERIALS & ENVIRONMENT MTC 53
416-248-3355

The Materials and Environment Office conducts *research* related to *construction* materials and the interaction of a *highway* facility with the immediate environment and the *vehicle.* These studies include the properties and construction techniques of *soils,* granular materials, *waste* materials, asphalt, concrete and other construction materials to improve their economy and durability; studies of systems and development of test procedures to define the required quality of materials and construction; the investigation of highway/vehicle systems interaction to improve skid resistance, visibility, illumination,

and *safety;* development of improved *noise* barriers and *safety* barriers; improvement of *drainage* and minimization of adverse effects of winter maintenance salting; and devising rehabilitation techniques and materials for concrete *bridge* decks, substructures and pavements.

RESEARCH & DEVELOPMENT BR PAVEMENT RESEARCH MTC 54
416-248-3355

The *Pavement Research Office* conducts *research* related to *highway* pavement design, pavement performance, and pavement management systems. This research involves the development of new approaches to pavement design and selection, taking account of initial and lifetime costs; seeking improved methods of evaluating and predicting pavement performance and life under environmental and traffic influences; studying methods and procedures for the determination of pavement thickness under various traffic loads and intensities; and determining improved procedures for pavement maintenance and rehabilitation to prolong service life.

RESEARCH & DEVELOPMENT BR STRUCTURES RESEARCH MTC 55
416-248-3355

Carries out *research* and development into the theory and practice of the design, *construction,* and maintenance of *bridge* structures to ensure adequate load carrying capacity, *safety,* economy, and durability. This Office initiated the development of the *Ontario Highway Bridge Code,* and a number of projects are underway to support the Code. Further studies include the field testing of static and dynamic responses of bridges, culverts, and other *highway* structures; modelling of structures, members and components; development of new analytical methods and applications of structural mechanics; and the development of improved structural material usage, such as *timber.*

RESEARCH & DEVELOPMENT BR TRANSPORT & VEHICLE SYSTEMS MTC 56
416-248-3771

Carries out systems *research,* development, demonstration on a project basis for all modes of *transportation* including the way (except highways) and the *vehicle.* Activities include investigating steel wheels on *rail transit* systems studying dynamics of transit vehicles, ways and structures; improvement of transit vehicles (including *buses)* and associated propulsion and operational characteristics. Maintains awareness and initiates research opportunities in *water, air,* rail, *pipeline* and paratransit modes including car and van pooling.

TRANSPORTATION ENERGY MANAGEMENT PROGRAM MTC 57
416-248-7141

Carried out in conjunction with the Ministry of Energy, the Transportation Energy Management Program (TEMP) is concerned with the following areas: *municipal* and intercity *transportation conservation;* ridesharing (car and van pooling); *driver* efficiency improvement; Trucksave *(Truck energy* conservation); alternative transportation *fuels* (propane, natural *gas,* greater use of diesels); and development of alternate fuels policy

and administration of Government of Ontario energy management programs for its own *vehicle* fleet.

TRANSPORTATION OUTLOOKS MTC 58
416-248-3571

Scans and monitors the external environment and provides the Ministry with *research* in the form of medium and long term future studies and outlooks on *social, economic, technological* and *population* changes as these may relate to *transportation.* Identifies potential strategic issues which may be of significant interest to the Ministry's Strategic Policy Committee.

AGENCIES

ONTARIO HIGHWAY TRANSPORT BOARD MTC 59
151 Bloor St. W.
Toronto M5S 2T5
416-965-1845

The Ontario Highway Transport Board, a regulatory tribunal, approves issuance of and changes to *licences* for *bus* and *truck* for-hire services. Recommends to the Minister of Transportation and Communications, approval or rejection of transfers of operating licences and public vehicle tariffs. Operating licences are issued by the Minister of Transportation and Communications under the following acts: Public Commercial Vehicles Act, Public Vehicles Act and the Motor Vehicle Transport Act, Canada. These acts require that for-hire bus and truck operators hold an operating licence.

ONTARIO TELEPHONE SERVICE COMMISSION MTC 60
3625 Dufferin St., Suite 200
Downsview M3K 1Z2
416-248-3831

The Ontario Telephone Service Commission (OTSC) is responsible for regulating the providers of *telephone* services under provincial jurisdiction, under The *Telephone Act.* There are 31 telephone systems under the jurisdiction of the Ontario Telephone Service Commission. Bell Canada is not under this jurisdiction; it reports to the Canadian Radio-Television and Telecommunications Commission (CRTC).

TORONTO AREA TRANSIT OPERATING AUTHORITY MTC 61
3625 Dufferin St.
Toronto M3K 1Z2
416-630-2635

The Toronto Area Transit Operating Authority (TATOA) was created to design, establish and operate an inter-regional *transit* system serving Metro Toronto and the regional municipalities of Peel, Durham, Halton, Hamilton-Wentworth and York. Manages *Go Transit,* a commuter railway service operated by CN Railways, and a commuter bus service operated by Gray Coach Lines, Travelways Maple Leaf Ltd., Charterways Transportation Ltd. For information on timetables and fares phone local Go Transit number (in Toronto, 630-3933). TATOA reports to the Legislature through the Minister of Transportation & Communications.

LICENCE SUSPENSION APPEAL BOARD MTC 62
416-248-3845

The Board hears appeals: from persons whose *driver's* or *vehicle licence* has been suspended under the *Highway Traffic Act, Section 27;* and concerning the refusal, revocation or conditions of *motor vehicle inspection station licences* under the *Highway Traffic Act, Section 58.*

MINISTRY OF TREASURY & ECONOMICS

Frost Bldg. South
Queen's Park, Toronto M7A 1Y7
(Location Exceptions Noted)

The Ministry of Treasury and Economics recommends fiscal, economic and regional policies within the Ontario government. The Ministry deals with taxation and fiscal policy (including development of the provincial Budget), economic policy and analysis, regional economic development, provincial borrowing and accounting, and statistical information.

DEPUTY MINISTER'S OFFICE

OFFICE OF LEGAL SERVICES TREASURY 1
416-965-5239

Office of Legal Services provides legal services for the Ministry of Treasury and Economics and the Ontario Economic Council. The Office counsels the Ministry on legal matters, including the interpretation of statutes and regulations and the preparation and review of proposed legislation, regulations and other legal documents. It supplies the Ministry with general legal services such as preparing litigation, the settling of claims, acting at court hearings, etc. It is responsible to the Attorney General's Office.

SUPPORT SERVICES

INTERNAL AUDIT SERVICES BR TREASURY 2
1075 Bay St.
Toronto M5S 2B1
416-965-5123

Internal Audit Services Branch provides an internal audit capacity within the Ministry to reinforce post-audit requirements and promote safekeeping of public funds and property entrusted to the Ministry. Serves the Ministry of Treasury and Economics, Ministry of Intergovernmental Affairs, Ministry of Energy and Civil Service Commission.

MANAGEMENT SERVICES BR TREASURY 3
416-965-7582

Management Services Br assists the Ministry's officers in the achievement of the Ministry's objectives; estimates, monitors and evaluates the allocation, utilization and performance of the Ministry's resources, including the assessment of its organization structure; coordinates the Ministry's relationships with Management Board Secretariat.

ADMINISTRATION SERVICES DIVISION

ADMINISTRATION SERVICES DIVISION TREASURY 4
1075 Bay St.
Toronto M5S 2B1
416-965-5420

Administration Services Division, in addition to providing overall administrative direction and coordination for the Ministry of Treasury and Economics and the Ministry of Intergovernmental Affairs, provides full administration services to the following: Ministry

of Energy, the Ontario Energy Board, Niagara Escarpment Commission, Ontario Economic Council, and except for personnel services, to the Civil Service Commission and to Management Board. The Division is also involved with this Ministry's affirmative action program to improve the status of Ontario government employees with the ultimate aim of ensuring equal opportunity for women. For a description of the branches that provide the Division's services, see the descriptions listed below.

ACCOUNTS AND OFFICE SERVICES BR TREASURY 5
1075 Bay St.
Toronto M5S 2B1
416-965-4085

Accounts & Office Services Br performs the accounting, office support (administrative services) and cartographic and drafting services *(maps,* graphs, charts, 965-2773) for the Ministry of Treasury and Economics. Also provides accounting and administrative services for the Ontario Economic Council, Niagara Escarpment Commission, Ministry of Intergovernmental Affairs, Ministry of Energy, Ontario Energy Board, Management Board Secretariat and Civil Service Commission.

The general accounting functions include sharing payroll functions with the Ministry's Personnel Administration Branch, expense account services, accounts payable, and financial liaison with the Provincial Auditor, and other government ministries and agencies.

The Administrative services include the purchasing of goods and services, supply management, printing, duplicating and word processing services, mail and transportation services, records management, assets management, and the maintenance of policy and procedures manuals (e.g., Manual of Administration). The Branch provides liaison with the Ministry of Government Services to coordinate common services such as telephones, acquisition and design of office accommodation and purchasing of commonly used supplies. The Branch is also responsible for office safety supervision.

COMMUNICATIONS GROUP TREASURY 6
416-965-7171

Communications Group provides the information service for the Ministry of Treasury and Economics. The Communications Group informs the public, client groups and the media about the Ministry's activities. It establishes the Ministry's communications policy and advises its branches on communications problems. The Group provides communications support to the Minister and the Deputy Minister. Its activities include media liaison, answering public inquiries, producing and distributing audio-visual materials, publications and news releases, and operating the Ministry *reading room* which provides public access to Ministry publications, statutes and some of its manuals and internal procedures.

LIBRARY SERVICES BR TREASURY 7
Frost Building North
Toronto M7A 1Y8
416-965-2314

Library Services Br operates a *library* which has reference materials for use by this Ministry and the *Ministry of Intergovernmental Affairs* and their agencies, and to a lesser extent, by other provincial and federal ministries. The library has three indices which may

be of interest to municipalities and the public: an index to *legislation* in the form of private acts in Ontario since 1867; an index and history of *incorporation* for Ontario *municipalities* since 1792; and an index to *unorganized territories* (unincorporated communities) in Ontario. Questions on annexations, amalgamations, and dissolutions of Ontario municipalities can be answered by this Branch.

PERSONNEL ADMINISTRATION BR TREASURY 8
1075 Bay St.
Toronto M5S 2B1
416-965-6171

Personnel Administration Br performs the *personnel* functions for the Ministry of Treasury and Economics, the Ministry of Intergovernmental Affairs, the Ministry of Energy, Ontario Energy Board, Ontario Energy Corporation and the Niagara Escarpment Commission. Personnel Administration Branch works mainly in an advisory capacity with line managers who have primary responsibility for personnel matters within their units. Personnel Administration Branch is responsible for the establishment of Ministry personnel policies and procedures, the establishment of appropriate classification and compensation levels for all Ministry employees, staff recruitment, employee counselling, the investigation of employee grievances, and all matters affecting working conditions and performance. Personnel Administration Branch maintains the Ministry's personnel, payroll and employee benefit records. It also provides liaison between the Ministry and the Civil Service Commission, Management Board of Cabinet, and the Ontario Public Service Employees Union (OPSEU).

TREASURY DIVISION

FINANCE MANAGEMENT BR TREASURY 9
Frost Building N.
Toronto M7A 1Z2
416-965-2914

Finance Management Br provides policy recommendations, implementation and *research* in *public finance* to ensure sound strategy and to preserve Ontario's credit worthiness; controls and manages the government's cash flows to ensure that obligations are met without default and that surplus funds are *invested;* provides direction for the province's centralized financing policy and government *debt* management requirements including the issuance and retirement of Province of Ontario debt *securities (debentures)* and *treasury bills;* coordinates overall debt policy for the public and non-public financing of the province, Ontario Hydro and all boards, commissions and agencies utilizing the provincial guarantee.

FINANCIAL INFORMATION & ACCOUNTING POLICY BR TREASURY 10
416-965-5273

Financial Information & Accounting Policy Br manages Ontario's requirements in overall government *accounting,* control and consolidated *public* and internal *financial* reporting. Specifically, it: maintains records of all *Consolidated Revenue Fund* transactions; prepares reports for use by the Treasurer before the Legislature, the public and the financial community, e.g., *Public Accounts,* and prospectuses of *debentures;* operates central financial information systems by analyzing and consolidating data on revenues,

expenditures, budgets, forecasts and *statistics;* provides all ministries and agencies with direction on financial transactions to ensure quality and comprehension of accounting and financial management policies; coordinates interministry effort on 'in-house' systems to ensure compatibility with central financial information systems; provides expertise on all accounting and financial matters as referred by Management Board and all ministries and agencies; provides liaison with the *banking* community.

SECURITIES BR TREASURY 11
416-965-6691
Outside Toronto, call Zenith 15120

Securities Br acts as registrar and transfer agent of the provincial public *debt* issues, both domestic and foreign. The Branch is responsible for the prompt payment of interest on the public debt; supplies *investors* with information on transfer requirements; arranges for complete service of *debentures* from issue to maturity. Also provides support for the programs of the Finance Management Branch in the *investments* of the province and holds in safekeeping *securities* deposited with the province by the public in accordance with the regulations of provincial legislation.

OFFICE OF THE BUDGET & INTERGOVERNMENTAL FINANCE

INTERGOVERNMENTAL FINANCE POLICY BR TREASURY 12
416-965-3505

Branch activities include developing policies for government financing; negotiating, coordinating and monitoring *federal-provincial* financial arrangements and agreements; advising the Ontario government on the financial implications of federalism. The Branch also initiates special studies in *intergovernmental* financial arrangements, including arrangements with other provincial governments. It also monitors, coordinates and provides advice on local transfer policy (i.e., *provincial-municipal* and school board financial arrangements) and overall *intergovernmental* revenue-sharing.

FISCAL PLANNING POLICY BR TREASURY 13
416-965-5171

Responsible for the coordination and preparation of the Province's fiscal plan which is published annually in the *Budget* and updated quarterly in *Ontario Finances.*

TAXATION POLICY BR TREASURY 14
416-965-5058

The *Taxation* Policy Branch monitors the Ontario tax system and analyzes alternative tax options. Makes recommendations as to the appropriate level and mix of *taxation* in the Province of Ontario.

OFFICE OF ECONOMIC POLICY

ECONOMIC DEVELOPMENT BR TREASURY 15
416-965-7061

Economic Development Br functions include: development and recommendation of *economic* development policies concerning broad strategies for the five economic regions in Ontario; analysis of specific economic development proposals and issues with signifi-

cant regional impact and the development of appropriate policy options; analysis of sectors with major economic and regional development significance; coordination of negotiations with the *Department of Regional Economic Expansion* on behalf of the province; project development, analysis and monitoring for the Regional Priority *Budget* in Southern Ontario.

ECONOMIC POLICY BR TREASURY 16
416-965-2999

Economic Policy Br conducts *research* and develops *economic* policy strategies in the following areas: the development of *industry* and finance, anti-inflation, *energy,* international *trade,* interprovincial trade competition, *manpower* and *employment* policy, and short- and medium-term industrial and economic forecasts.

ECONOMIC RESEARCH BR TREASURY 17
Frost Building North
Toronto M7A 1Y2
416-965-5454

Economic Research Br investigates and monitors economic issues in Ontario. To support Ministry decision-making, undertakes *economic research* of government policy priorities. Studies include industry sector analyses, and structural issues.

CENTRAL STATISTICAL SERVICES

CENTRAL STATISTICAL SERVICES TREASURY 18
Frost Building N.
Toronto M7A 1Y9
416-965-7078
Outside Toronto, call Zenith 62040

Central Statistical Services supplies *statistical* services to individual ministries and to the central agencies of the Ontario government to assist in planning and policy formulation. Coordinates activities with Statistics Canada and other statistical agencies. Publishes selected social and economic statistical reports available from the Ontario Government Bookstore. Provides a general statistical information service to the public and to the ministries in the fields of *population,* social and *economic* statistics (965-7078); demographic estimates and projections, *Ontario Economic Accounts* and specialized social and economic statistical studies (965-2217) as well as providing statistical survey and advisory services (965-3792).

AGENCIES

ONTARIO ECONOMIC COUNCIL TREASURY 19
81 Wellesley St. E.
Toronto M4Y 1H6
416-965-4315

Ontario Economic Council (OEC) is an advisory group reporting to the Ontario government and the public on a wide range of *economic* and other matters such as *urban affairs, social security, health* and *education* policy. The Council seeks to create a greater awareness and public understanding of socio-economic issues. It coordinates its work with the *Economic Council of Canada* and Ontario government ministries. Publishes an annual

report which details *research* publications and work in progress. The Council also operates a *library*.

Ministerial Responsibility for Acts

Abandoned Orchards Act (Agriculture & Food)
Absconding Debtors Act (Attorney General)
Absentees Act (Attorney General)
Accidental Fires Act (Attorney General)
Accumulations Act (Attorney General)
Administration of Justice Act (Attorney General)
Age of Majority and Accountability Act, 1971 (Attorney General)
Agricultural Associations Act (Agriculture & Food)
Agricultural Committees Act (Agriculture & Food)
Agricultural Development Repeal Act, 1979 (Treasury & Economics)
Agricultural Rehabilitation and Development Act Ontario (Agriculture & Food)
Agricultural Representatives Act (Agriculture & Food)
Agricultural Research Institute of Ontario Act (Agriculture & Food)
Agricultural Societies Act (Agriculture & Food)
Agricultural Tile Drainage Installation Act, 1972 (Agriculture & Food)
Airports Act (Transportation & Communications)
Alcoholism and Drug Addiction Research Foundation Act (Health)
Algonquin Forestry Authority Act, 1974 (Natural Resources)
Algonquin Provincial Park Extension Act, 1960-61 (Natural Resources)
Aliens' Real Property Act (Attorney General)
Ambulance Act (Health)
An Act To Confirm the Title of the Government of Canada (Natural Resources)
Anatomy Act (Solicitor General)
Anglican Churches of Canada Act, 1979 (Attorney General)
Animals for Research Act (Agriculture & Food)
Anti-Inflation Agreement Act, 1976 (Attorney General)
Apportionment Act (Consumer & Commercial Relations)
Apprenticeship and Tradesmen's Qualification Act (Colleges & Universities)
Arbitrations Act (Attorney General)
Architects Act (Attorney General)
Archives Act (Culture & Recreation)
Art Gallery of Ontario Act (Culture & Recreation)
Artificial Insemination of Live Stock Act (Agriculture & Food)
Arts Council Act (Culture & Recreation)
Assessment Review Court Act, 1972 (Attorney General)
Assignments and Preferences Act (Consumer & Commercial Relations)
Athletics Control Act (Consumer & Commercial Relations)
Audit Act, 1977 (Provincial Auditor)
Audit Act, 1977 (Treasury & Economics for Changes to Legislation.)
Authorization Act, 1958 (Natural Resources)

Bail Act (Attorney General)
Bailiff's Act (Consumer & Commercial Relations)
Barristers Act (Attorney General)
Beach Protection Act (Natural Resources)
Beds of Navigable Waters Act (Natural Resources)
Beef Cattle Marketing Act (Agriculture & Food)
Bees Act (Agriculture & Food)
Bills of Sale Act (Consumer & Commercial Relations)
Blind Persons' Allowance Act (Community & Social Serv)
Blind Persons' Rights Act, 1976 (Attorney General)
Blind Workmen's Compensation Act (Labour)
Boilers and Pressure Vessels Act (Consumer & Commercial Relations)
Boundaries Act, 1980 (Consumer & Commercial Relations)
Bread Sales Act (Consumer & Commercial Relations)
Bridges Act (Transportation & Communications)
Brock University Act, 1964 (Colleges & Universities)
Brucellosis Act (Agriculture & Food)
Building Code Act, 1974 (Consumer & Commercial Relations)
Bulk Sales Act (Attorney General)
Business Corporations Act (Consumer & Commercial Relations)
Business Practices Act, 1974 (Consumer & Commercial Relations)
Business Records Protection Act (Attorney General)
Canada Company's Land Act (Natural Resources)
Cancer Act (Health)
Cancer Remedies Act (Health)
Carleton University Act, 1952 (Colleges & Universities)
Cemeteries Act (Consumer & Commercial Relations)
Centennial Centre of Science and Technology Act (Culture & Recreation)
Certification of Titles Act, 1979 (Consumer & Commercial Relations)
Change of Name Act (Attorney General)
Charitable Gifts Act (Attorney General)
Charitable Institutions Act (Community & Social Serv)
Charities Accounting Act (Attorney General)
Child Welfare Act, 1978 (Community & Social Serv)
Child Welfare Municipal Payments Continuance Act, 1976 (Community & Social Serv)
Child Welfare Validation of Adoption Orders Act, 1980 (Community & Social Serv)
Children's Institutions Act (Community & Social Serv)
Children's Law Reform Act, 1977 (Attorney General)
Children's Mental Health Services Act, 1978 (Community & Social Serv)
Children's Probation Act, 1978 (Community & Social Serv)
Children's Residential Services Act, 1978 (Community & Social Serv)
Children's Services Transfer Act, 1977 (Community & Social Serv)
Chiropody Act (Health)

City of Brantford, the Township of Brantford and the County of Brant Act, 1980 (Intergovernmental Affairs)
City of Cornwall Annexation Act, 1974 (Intergovernmental Affairs)
City of Gloucester Act, 1980 (Intergovernmental Affairs)
City of Hamilton Act, 1975 (Intergovernmental Affairs)
City of Hazeldean-March Act, 1978 (Intergovernmental Affairs)
City of Nepean Act, 1978 (Intergovernmental Affairs)
City of Port Colborne Act, 1974 (Intergovernmental Affairs)
City of Sudbury Hydro-Electric Service Act, 1980 (Energy)
City of Thorold Act, 1975 (Intergovernmental Affairs)
City of Thunder Bay Act, 1968-69 (Intergovernmental Affairs)
City of Timmins-Porcupine Act, 1972 (Intergovernmental Affairs)
Co-operative Corporations Act, 1973 (Consumer & Commercial Relations)
Co-operative Loans Act (Agriculture & Food)
Collection Agencies Act (Consumer & Commercial Relations)
Colleges Collective Bargaining Act, 1975 (Colleges & Universities)
Commercial Tenancies Act (Requires Proclamation) (Attorney General)
Commissioners for Taking Affidavits Act (Attorney General)
Commodity Board Members Act, 1976 (Agriculture & Food)
Commodity Boards and Marketing Agencies Act, 1978 (Agriculture & Food)
Commodity Futures Act, 1977 (Consumer & Commercial Relations)
Community Psychiatric Hospitals Act (Health)
Community Recreation Centres Act, 1974 (Culture & Recreation)
Commuter Services Act (Transportation & Communications)
Compensation for Victims of Crime Act, 1971 (Attorney General)
Compulsory Automobile Insurance Act, 1979 (Consumer & Commercial Relations)
Condominium Act, 1978 (Consumer & Commercial Relations)
Confederation Centennial Act, 1962-63 (Intergovernmental Affairs)
Conservation Authorities Act (Natural Resources)
Constitutional Questions Act (Attorney General)
Construction Hoists Act (Consumer & Commercial Relations)
Construction Safety Act, 1973 (Labour)
Consumer Protection Act (Consumer & Commercial Relations)
Consumer Protection Bureau Act (Consumer & Commercial Relations)
Consumer Reporting Act, 1973 (Consumer & Commercial Relations)
Conveyancing and Law of Property Act (Attorney General)
Coroners Act, 1972 (Solicitor General)
Corporation Securities Registration Act (Consumer & Commercial Relations)

Corporations Act (Consumer & Commercial Relations)
Corporations Information Act, 1976 (Consumer & Commercial Relations)
Costs of Distress Act (Attorney General)
County Court Judges' Criminal Courts Act (Attorney General)
County Courts Act (Attorney General)
County Judges Act (Attorney General)
County of Oxford Act, 1974 (Intergovernmental Affairs)
Credit Unions and Caisses Populaires Act, 1976 (Consumer & Commercial Relations)
Creditors' Relief Act (Attorney General)
Crop Insurance Act Ontario (Agriculture & Food)
Crown Administration of Estates Act (Attorney General)
Crown Agency Act (Attorney General)
Crown Attorneys Act (Attorney General)
Crown Emp Collective Bargaining Act, 1972, As Amended 1974 (Management Board)
Crown Timber Act (Natural Resources)
Crown Witnesses Act (Attorney General)
Day Nurseries Act, (Community & Social Serv)
Dead Animal Disposal Act (Agriculture & Food)
Debt Collectors Act (Consumer & Commercial Relations)
Dental Technicians Act (Health)
Dentistry Act, Section 12 (Health)
Denture Therapists Act, 1974 (Health)
Deposits Regulation Act (Consumer & Commercial Relations)
Development Corporations Act, 1973 (Industry & Tourism)
Developmental Services Act, 1974 (Community & Social Serv)
Devolution of Estates Act (Attorney General)
Disabled Persons Allowances Act (Community & Social Serv)
Discriminatory Business Practices Act, 1978 (Consumer & Commercial Relations)
Disorderly Houses Act (Attorney General)
District Municipality of Muskoka Act (Intergovernmental Affairs)
District of Parry Sound Local Government Act, 1979 (Intergovernmental Affairs)
District Welfare Administration Boards Act (Community & Social Serv)
Dog Licensing and Live Stock and Poultry Protection Act (Agriculture & Food)
Dominion Courts Act (Attorney General)
Drainage Act, 1975 (Agriculture & Food)
Drugless Practitioners Act (Health)
Durham Municipal Hydro-Electric Service Act, 1979 (Energy)
Edible Oil Products Act (Agriculture & Food)
Education Act, 1974 (Education)
Egress From Public Buildings Act (Consumer & Commercial Relations)
Egress From Public Buildings Act (Solicitor General)

Elderly Persons Centres Act (Community & Social Serv)
Elderly Persons' Housing Aid Act (Housing)
Election Act (Premier's Office)
Election Finances Reform Act, 1975 (Assembly Office)
Elevators and Lifts Act (Consumer & Commercial Relations)
Employees' Health and Safety Act, 1976 (Labour)
Employment Agencies Act (Labour)
Employment Standards Act, 1974 (Labour)
Endangered Species Act, 1971 (Natural Resources)
Energy Act, 1971 (Consumer & Commercial Relations)
Environmental Assessment Act, 1975 (Environment)
Environmental Protection Act, 1971 (Environment)
Escheats Act (Attorney General)
Essex County French-Language Secondary School Act, 1977 (Education)
Estreats Act (Attorney General)
Evidence Act (Attorney General)
Execution Act (Attorney General)
Executive Council Act (Premier's Office)
Expropriations Act (Attorney General)
Extra-Judicial Services Act (Attorney General)
Factors Act (Consumer & Commercial Relations)
Family Benefits Act (Community & Social Serv)
Family Law Reform Act, 1978 (Attorney General)
Farm Income Stabilization Act, 1976 (Agriculture & Food)
Farm Loans Act (Treasury & Economics)
Farm Loans Adjustment Act (Treasury & Economics)
Farm Products Containers Act (Agriculture & Food)
Farm Products Grades and Sales Act (Agriculture & Food)
Farm Products Marketing Act (Agriculture & Food)
Farm Products Payments Act (Agriculture & Food)
Ferries Act (Transportation & Communications)
Financial Administration Act (Treasury & Economics)
Fines and Forfeitures Act (Attorney General)
Fire Accidents Act (Solicitor General)
Fire Departments Act (Solicitor General)
Fire Fighters' Exemption Act (Solicitor General)
Fire Guardians Act (Intergovernmental Affairs)
Fire Marshals Act (Solicitor General)
Fires Extinguishment Act (Intergovernmental Affairs)
Fish Inspection Act (Natural Resources)
Fisheries Act Canada (Natural Resources)
Fisheries Loans Act (Natural Resources)
Flag Act (Gov't Services)
Floral Emblem Act (Gov't Services)
Fluoridation Act (Health)
Foreign Cultural Objects Immunity From Seizure Act, 1978 (Culture & Recreation)
Forest Fires Prevention Act (Natural Resources)

Forest Tree Pest Control Act (Natural Resources)
Forestry Act (Natural Resources)
Fraudulent Conveyances Act (Attorney General)
Fraudulent Debtors Arrest Act (Attorney General)
Freshwater Fish Marketing Act Ontario (Natural Resources)
Fruits and Vegetables Produce-for-Processing Act, 1974 (Agriculture & Food)
Frustrated Contracts Act (Attorney General)
Funeral Services Act, 1976 (Health)
Fur Farms Act, 1971 (Agriculture & Food)
Game and Fish Act (Natural Resources)
Gaming Act (Attorney General)
Gananoque Lands Act (Natural Resources)
Gas and Oil Leases Act (Natural Resources)
Gasoline Handling Act (Consumer & Commercial Relations)
General Sessions Act (Attorney General)
General Welfare Assistance Act (Community & Social Serv)
Gold Clauses Act (Treasury & Economics)
Government Contracts Hours and Wages Act (Labour)
Grain Elevator Storage Act (Agriculture & Food)
Guarantee Companies Securities Act (Consumer & Commercial Relations)
Habeas Corpus Act (Attorney General)
Haliburton Act (Intergovernmental Affairs)
Healing Arts Radiation Protection Act, 1980 (Requires Proclamation) (Health)
Halton Municipal Hydro-Electric Service Act, 1979 (Energy)
Hamilton-Wentworth Municipal Hydro-Electric Service Act, 1980 (Energy)
Health Disciplines Act, 1974 (Health)
Health Insurance Act, 1972 (Health)
Highway Traffic Act (Transportation & Communications)
Historical Parks Act 1972 (Natural Resources)
Historical Parks Act, 1972 (Culture & Recreation)
Homemakers and Nurses Services Act (Community & Social Serv)
Homes for Retarded Persons Act (Community & Social Serv)
Homes for Special Care Act (Health)
Homes for the Aged and Rest Homes Act (Community & Social Serv)
Horticultural Societies Act (Agriculture & Food)
Hospital Labour Disputes Arbitration Act (Labour)
Hospitals and Charitable Institutions Inquiries Act (Attorney General)
Hotel Fire Safety Act, 1971 (Solicitor General)
Hotel Registration of Guests Act (Attorney General)
Housing Development Act (Housing)
Human Tissue Gift Act, 1971 (Solicitor General)
Hunter Damage Compensation Act (Agriculture & Food)
Hypnosis Act (Health)

Indian Welfare Services Act (Community & Social Serv)
Industrial and Mining Lands Compensation Act (Natural Resources)
Industrial Safety Act, 1971 (Labour)
Industrial Standards Act (Labour)
Infants Act (Attorney General)
Innkeepers Act (Attorney General)
Insurance Act (Consumer & Commercial Relations)
Interpretation Act (Attorney General)
Interprovincial Subpoenas Act, 1979 (Requires Proclamation) (Attorney General)
Investment Contracts Act (Consumer & Commercial Relations)
Judges' Orders Enforcement Act (Attorney General)
Judicature Act (Attorney General)
Judicial Review Procedure Act, 1971 (Attorney General)
Junior Farmer Establishment Act (Agriculture & Food)
Juries Act, 1974 (Attorney General)
Justices of the Peace Act (Attorney General)
Labour Relations Act (Labour)
Lac Seul Conservation Act (Natural Resources)
Lake of the Woods Control Board Act (Natural Resources)
Lake Superior Board of Education Act, 1976 (Education)
Lakehead University Act, 1965 (Colleges & Universities)
Lakes and Rivers Improvement Act (Natural Resources)
Land Titles Act (Consumer & Commercial Relations)
Landlord and Tenant Act (Attorney General)
Laurentian University of Sudbury Act, 1960 (Colleges & Universities)
Law Society Act (Attorney General)
Legal Aid Act (Attorney General)
Legislative Assembly Act (Assembly Office)
Legislative Assembly Retirement Allowances Act, 1973 (Assembly Office)
Libel and Slander Act (Attorney General)
Lieutenant Governor Act (Premier's Office)
Lightning Rods Act (Solicitor General)
Limitations Act (Attorney General)
Limited Partnerships Act, 1980 (Consumer & Commercial Relations)
Line Fences Act, 1979 (Intergovernmental Affairs)
Liquor Control Act, 1975 (Consumer & Commercial Relations)
Liquor Licence Act, 1975 (Consumer & Commercial Relations)
Live Stock and Live Stock Products Act (Agriculture & Food)
Live Stock Branding Act (Agriculture & Food)
Live Stock Community Sales Act (Agriculture & Food)
Live Stock Medicines Act, 1973 (Agriculture & Food)
Loan and Trust Corporations Act (Consumer & Commercial Relations)
Local Improvement Act (Intergovernmental Affairs)
Local Roads Boards Act (Transportation & Communications)

Local Services Board Act, 1979 (Northern Affairs)
Lord's Day Ontario Act (Attorney General)
Management Board of Cabinet Act, 1971 (Management Board)
Manitoba Ontario Lake St. Joseph Diversion Agreement (Natural Resources)
Marine Insurance Act (Consumer & Commercial Relations)
Marriage Act, 1977 (Consumer & Commercial Relations)
Master and Servant Act (Attorney General)
Matrimonial Causes Act (Attorney General)
McMaster University Act, 1957 (Colleges & Universities)
McMichael Canadian Collection Act, 1972 (Culture & Recreation)
Meat Inspection Act Ontario (Agriculture & Food)
Mechanics' Lien Act (Attorney General)
Mental Health Act (Health)
Mental Hospitals Act (Health)
Mental Incompetency Act (Attorney General)
Mercantile Law Amendment Act (Attorney General)
Migratory Birds Convention Act (Natural Resources)
Milk Act (Agriculture & Food)
Min of Transp & Comm Creditors Payment Act, 1975 (Transportation & Communications)
Mineral Emblem Act, 1975 (Natural Resources)
Mining Act (Labour)
Mining Act (Natural Resources)
Mining Tax Act, 1972 (Natural Resources)
Ministry of Agriculture and Food Act (Agriculture & Food)
Ministry of Agriculture and Food Statute Law Amendment and Repeal Act, 1978 (Agriculture & Food)
Ministry of Colleges and Universities Act, 1971 (Colleges & Universities)
Ministry of Community and Social Services Act (Community & Social Serv)
Ministry of Consumer and Commercial Relations Act (Consumer & Commercial Relations)
Ministry of Correctional Services Act, 1978 (Correctional Services)
Ministry of Culture and Recreation Act, 1974 (Culture & Recreation)
Ministry of Energy Act, 1973 (Energy)
Ministry of Government Services Act, 1973 (Gov't Services)
Ministry of Health Act, 1972 (Health)
Ministry of Housing Act, 1973 (Housing)
Ministry of Industry and Tourism Act, 1972 (Industry & Tourism)
Ministry of Intergovernmental Affairs Act, 1978 (Intergovernmental Affairs)
Ministry of Labour Act (Labour)
Ministry of Natural Resources Act, 1972 (Natural Resources)
Ministry of Northern Affairs Act, 1977 (Northern Affairs)
Ministry of the Attorney General Act (Attorney General)
Ministry of the Environment Act (Environment)
Ministry of the Solicitor General Act, 1972 (Solicitor General)

Ministry of Transportation and Communications Act, 1971 (Transportation & Communications)
Ministry of Treasury and Economics Act, 1978 (Treasury & Economics)
Minors' Protection Act (Attorney General)
Moosonee Development Area Board Act (Intergovernmental Affairs)
Mortgage Brokers Act (Consumer & Commercial Relations)
Mortgages Act (Attorney General)
Mortmain and Charitable Uses Act (Consumer & Commercial Relations)
Motor Vehicle Accident Claims Act (Consumer & Commercial Relations)
Motor Vehicle Dealers Act (Consumer & Commercial Relations)
Motorized Snow Vehicles Act, 1974 (Transportation & Communications)
Municipal Act (Intergovernmental Affairs)
Municipal Act (Part) (Housing)
Municipal Affairs Act (Intergovernmental Affairs)
Municipal and School Tax Credit Assistance Act (Intergovernmental Affairs)
Municipal Arbitrations Act (Intergovernmental Affairs)
Municipal Conflict of Interest Act, 1972 (Attorney General)
Municipal Corporations Quieting Orders Act (Intergovernmental Affairs)
Municipal Elderly Residents' Assistance Act, 1973 (Intergovernmental Affairs)
Municipal Elections Act, 1977 (Intergovernmental Affairs)
Municipal Electric Railways Act (Transportation & Communications)
Municipal Franchises Act (Intergovernmental Affairs)
Municipal Health Services Act (Health)
Municipal Subsidies Adjustment Repeal Act, 1976 (Intergovernmental Affairs)
Municipal Tax Assistance Act (Intergovernmental Affairs)
Municipal Unemployment Relief Act, 1971 (Intergovernmental Affairs)
Municipal Works Assistance Act (Intergovernmental Affairs)
Municipality of Metropolitan Toronto Act (Intergovernmental Affairs)
Municipality of Shuniah Act, 1936 (Intergovernmental Affairs)
Muskoka & Parry Sound Tel Co. Ltd Acquisition Act, 1978 (Transportation & Communications)
National Radio Observatory Act (Natural Resources)
National Radio Observatory Act, 1962-63 (Natural Resources)
Negligence Act (Attorney General)
Niagara Escarpment Planning and Development Act, 1973 (Part) (Housing)
Niagara Escarpment Planning & Development Act, 1973 (Sec'y for Resources Development)
Niagara Municipal Hydro-Electric Service Act, 1979 (Energy)
Niagara Parks Act (Natural Resources)

North Georgian Bay Recreational Reserve Act, 1962-63 (Natural Resources)
North Pickering Development Corporation Act, 1974 (Housing)
Notaries Act (Attorney General)
Nursing Homes Act, 1972 (Health)
Occupational Health and Safety Act, 1978 (Labour)
Occupiers' Liability Act, 1980 (Attorney General)
Official Notices Publication Act (Gov't Services)
Oleomargarine Act (Agriculture & Food)
Ombudsman Act, 1975 (Assembly Office)
One Day's Rest in Seven Act (Labour)
Ontario Agricultural Museum Act, 1975 (Agriculture & Food)
Ontario College of Art Act, 1968-69 (Colleges & Universities)
Ontario Credit Union League Limited Act, 1972 (Consumer & Commercial Relations)
Ontario Deposit Insurance Corporation Act (Consumer & Commercial Relations)
Ontario Economic Council Act (Treasury & Economics)
Ontario Education Capital Aid Corporation Act (Treasury & Economics)
Ontario Educational Communications Authority Act (Culture & Recreation)
Ontario Energy Board Act (Energy)
Ontario Energy Corporation Act, 1974 (Energy)
Ontario Food Terminal Act (Agriculture & Food)
Ontario Geographic Names Board Act (Natural Resources)
Ontario Guaranteed Annual Income Act, 1974 (Treasury & Economics)
Ontario Harbours Agreement Act, 1962-63 (Natural Resources)
Ontario Heritage Act, 1974 (Culture & Recreation)
Ontario Highway Transport Board Act (Transportation & Communications)
Ontario Housing Corporation Act (Housing)
Ontario Human Rights Code (Labour)
Ontario Institute for Studies in Education Act (Education)
Ontario Labour-Management Arbitration Commission Act (Labour)
Ontario Land Corporation Act, 1974 (Housing)
Ontario Law Reform Commission Act (Attorney General)
Ontario Loan Act (Treasury & Economics)
Ontario Lottery Corporation Act, 1974 (Culture & Recreation)
Ontario Mental Health Foundation Act (Health)
Ontario Mineral Exploration Program Act, 1980 (Natural Resources)
Ontario Municipal Board Act (Attorney General)
Ontario Municipal Employees Retirement System Act (Treasury & Economics)
Ontario Municipal Improvement Corporation Act (Treasury & Economics)
Ontario New Home Warranties Plan Act, 1976 (Consumer & Commercial Relations)

Ontario Northland Transportation Commission Act (Northern Affairs)
Ontario Pensioners Property Tax Assistance Act, 1980 (Revenue)
Ontario Place Corporation Act, 1972 (Industry & Tourism)
Ontario Planning and Development Act, 1973 (Housing)
Ontario School Trustees' Council Act, 1978 (Education)
Ontario Society for the Prevention of Cruelty to Animals Act, 1955 (Solicitor General)
Ontario Student Housing Corporation Act, 1978 (Housing)
Ontario Telephone Development Corporation Act (Transportation & Communications)
Ontario Transportation Development Corp. Act, 1973 (Transportation & Communications)
Ontario Unconditional Grants Act, 1975 (Intergovernmental Affairs)
Ontario Universities Capital Aid Corporation Act (Treasury & Economics)
Ontario Water Resources Act (Environment)
Ontario Water Resources Act (Reg. 647) Consumer & Commercial Relations)
Ontario Youth Employment Act, 1977 (Treasury & Economics)
Operating Engineers Act (Consumers & Commercial Relations)
Opthalmic Dispensers Act (Health)
Osgoode Hall Law School Scholarships Act, 1968-69 (Colleges & Universities)
Ottawa River Water Powers Act (Natural Resources)
Ottawa-Carleton Amalgamations and Elections Act, 1973 (Intergovernmental Affairs)
Ottawa-Carleton Municipal Hydro-Electric Service Act, 1980 (Energy)
Oxford Municipal Hydro-Electric Service Act, 1977 (Energy)
Paperback and Periodical Distributors Act, 1971 (Consumers & Commercial Relations)
Parks Assistance Act (Natural Resources)
Parkway Belt Planning and Development Act, 1973 (Housing)
Partition Act (Attorney General)
Partnerships Act (Attorney General)
Partnerships Registration Act (Consumer & Commercial Relations)
Pawnbrokers Act (Attorney General)
Peel Municipal Hydro-Electric Service Act, 1977 (Energy)
Pension Benefits Act (Consumer & Commercial Relations)
Perpetuities Act (Attorney General)
Personal Property Security Act (Consumer & Commercial Relations)
Pesticides Act, 1973 (Environment)
Petroleum Products Price Freeze Act, 1975 (Consumer & Commercial Relations)
Petroleum Resources Act, 1971 (Natural Resources)
Pits and Quarries Control Act, 1971 (Natural Resources)
Planning Act (Housing)
Plant Diseases Act (Agriculture & Food)
Police Act (Solicitor General)

Police Village of St, George Act, 1980 (Intergovernmental Affairs)
Policy and Priorities Board of Cabinet Act, 1971 (Premier's Office)
Pounds Act (Agriculture & Food)
Power Corporation Act (Energy)
Power Corporation Insurance Act (Energy)
Powers of Attorney Act (Attorney General)
Prearranged Funeral Services Act (Consumer & Commercial Relations)
Prepaid Hospital and Medical Services Act (Consumer & Commercial Relations)
Private Hospitals Act (Health)
Private Investigators and Security Guards Act (Solicitor General)
Private Sanitaria Act (Health)
Private Vocational Schools Act, 1974 (Colleges & Universities)
Proceedings Against the Crown Act (Attorney General)
Professional Engineers Act (Attorney General)
Property and Civil Rights Act (Attorney General)
Protection of Cattle Act (Agriculture & Food)
Provincial Auctioneers Act (Agriculture & Food)
Provincial Court (Civil Division) Project Act, 1979 (Attorney General)
Provincial Courts Act (Community & Social Serv)
Provincial Courts Act (Part) (Attorney General)
Provincial Offences Act, 1979 (Attorney General)
Provincial Parks Act (Natural Resources)
Provincial Parks Municipal Tax Assistance Act, 1974 (Intergovernmental Affairs)
Provincial Schools Negotiations Act, 1975 (Education)
Psychologists Registration Act (Health)
Public Accountancy Act (Attorney General)
Public Authorities Protection Act (Attorney General)
Public Commercial Vehicles Act (Transportation & Communications)
Public Halls Act (Attorney General)
Public Health Act (Health)
Public Hospitals Act (Health)
Public Inquiries Act, 1971 (Attorney General)
Public Institutions Inspection Act, 1974 (Attorney General)
Public Lands Act (Natural Resources)
Public Libraries Act (Culture & Recreation)
Public Officers Act (Attorney General)
Public Officers' Fees Act (Attorney General)
Public Parks Act (Intergovernmental Affairs)
Public Service Act, 1970 (Management Board)
Public Service Superannuation Act (Gov't Services)
Public Service Works on Highways Act (Transportation & Communications)
Public Transportation & Highway Improvement Act (Transportation & Communications)

Public Trustee Act (Attorney General)
Public Utilities Act (Intergovernmental Affairs)
Public Utilities Corporations Act (Intergovernmental Affairs)
Public Vehicles Act (Transportation & Communications)
Public Works Protection Act (Solicitor General)
Quieting Titles Act (Attorney General)
Racing Commission Act (Consumer & Commercial Relations)
Radiological Technicians Act (Health)
Railways Act (Transportation & Communications)
Real Estate and Business Brokers Act (Consumer & Commercial Relations)
Reciprocal Enforcement of Judgments Act (Attorney General)
Reciprocal Enforcement of Maintenance Orders Act (Attorney General)
Regional Municipality of Durham Act, 1973 (Intergovernmental Affairs)
Regional Municipality of Haldimand-Norfolk Act, 1973 (Intergovernmental Affairs)
Regional Municipality of Halton Act, 1973 (Intergovernmental Affairs)
Regional Municipality of Hamilton-Wentworth Act, 1973 (Intergovernmental Affairs)
Regional Municipality of Niagara Act (Intergovernmental Affairs)
Regional Municipality of Ottawa-Carleton Act (Intergovernmental Affairs)
Regional Municipality of Ottawa-Carleton Land Acquisition Act, 1980 (Intergovernmental Affairs)
Regional Municipality of Peel Act, 1973 (Intergovernmental Affairs)
Regional Municipality of Sudbury Act, 1972 (Intergovernmental Affairs)
Regional Municipality of Waterloo Act, 1972 (Intergovernmental Affairs)
Regional Municipality of York Act (Intergovernmental Affairs)
Registry Act (Consumer & Commercial Relations)
Regulations Act (Attorney General)
Regulations Revision Act, 1979 (Attorney General)
Religious Organizations' Land Act, 1979 (Attorney General)
Replevin Act (Attorney General)
Representation Act (Premier's Office)
Research Foundation Act, 1944 (Industry & Tourism)
Residential Premises Rent Review Act, 1975 (Consumer & Commercial Relations)
Residential Tenancies Act (Consumer & Commercial Relations)
Retail Business Holidays Act, 1975 (Solicitor General)
Riding Horse Establishments Act, 1972 (Agriculture & Food)

Rights of Labour Act (Labour)
Road Access Act, 1978 (Intergovernmental Affairs)
Royal Botanical Gardens Act, 1941 (Culture & Recreation)
Royal Ontario Museum Act (Culture & Recreation)
Rural Housing Assistance Act (Housing)
Rural Hydro-Electric Distribution Act (Energy)
Rural Power District Loans Act (Energy)
Ryerson Polytechnical Institute Act, 1977 (Colleges & Universities)
Sale of Goods Act (Attorney General)
Sanatoria for Consumptives Act (Health)
Sandwich, Windsor and Amherstburg Railway Act, 1977 (Treasury & Economics)
School Boards and Teachers Collective Negotiations Act, 1975 (Education)
School Trust Conveyances Act (Education)
Securities Act, 1978 (Consumer & Commercial Relations)
Seed Potatoes Act (Agriculture & Food)
Seine River Diversion Act (Natural Resources)
Settled Estates Act (Attorney General)
Settlers' Pulpwood Protection Act (Natural Resources)
Sheridan Park Corporation Act (Industry & Tourism)
Sherrifs Act (Attorney General)
Shoreline Property Assistance Act, 1973 (Intergovernmental Affairs)
Short Forms of Conveyances Act (Attorney General)
Short Forms of Leases Act (Attorney General)
Short Forms of Mortgages Act (Attorney General)
Silicosis Act (Labour)
Simcoe (John Graves) Memorial Foundation Act, 1965 (Culture & Recreation)
Small Business Development Corporations Act, 1979 (Revenue)
Small Claims Courts Act (Attorney General)
Snow Roads and Fences Act (Intergovernmental Affairs)
Soldiers' Aid Commission Act (Community & Social Serv)
Solicitors Act (Attorney General)
Spruce Pulpwood Exportation Act (Natural Resources)
St. Clair Parkway Commission Act, 1966 (Natural Resources)
St. Lawrence Parks Commission Act (Natural Resources)
Statistics Act (Treasury & Economics)
Statute Labour Act (Intergovernmental Affairs)
Statute Labour Act (Part) (Transportation & Communications)
Statute of Frauds (Attorney General)
Statutes Act (Attorney General)
Statutes Revision Act, 1979 (Attorney General)
Statutory Powers Procedure Act, 1971 (Attorney General)
Steep Rock Iron Ore Development Act (Natural Resources)
Stock Yards Act (Agriculture & Food)

Succession Law Reform Act, 1977 (Attorney General)
Successor Rights (Crown Transfers) Act, 1977 (Management Board)
Summary Convictions Act (Attorney General)
Sunnybrook Hospital Act, 1966 (Colleges & Universities)
Superannuation Adjustment Benefits Act, 1975 (Management Board)
Supply Act (Treasury & Economics)
Surrogate Courts Act (Attorney General)
Surveyors Act (Natural Resources)
Surveys Act (Natural Resources)
Tax Sales Confirmation Act, 1974 (Intergovernmental Affairs)
Teachers' Superannuation Act (Education)
Teaching Profession Act (Education)
Telephone Act (Transportation & Communications)
Territorial Division Act (Intergovernmental Affairs)
Theatres Act (Consumer & Commercial Relations)
Ticket Speculation Act (Attorney General)
Tile Drainage Act, 1971 (Agriculture & Food)
Time Act (Attorney General)
Toll Bridges Act (Transportation & Communications)
Tom Longboat Act, 1980 (Intergovernmental Affairs)
Topsoil Preservation Act, 1977 (Agriculture & Food)
Toronto Area Transit Operating Authority Act, 1974 (Transportation & Communications)
Toronto District Heating Corporation Act, 1980 (Intergovernmental Affairs)
Toronto Islands Act, 1980 (Intergovernmental Affairs)
Toronto Stock Exchange Act (Consumer & Commercial Relations)
Tourism Act (Industry & Tourism)
Town of Wasaga Beach Act, 1973 (Intergovernmental Affairs)
Township of North Plantagenet Act, 1976 (Intergovernmental Affairs)
Township of Pelee Act, 1978 (Transportation & Communications)
Training Schools Act (Community & Social Serv)
Travel Industry Act, 1974 (Consumer & Commercial Relations)
Trees Act (Natural Resources)
Trent University Act, 1962-63 (Colleges & Universities)
Trespass to Property Act, 1980 (Attorney General)
Trustee Act (Attorney General)
Unclaimed Articles Act (Consumer & Commercial Relations)
Unconscionable Transactions Relief Act (Attorney General)
Unified Family Court Act, 1976 (Attorney General)
Unified Family Court Act, 1976 (Community & Social Serv)
University Expropriation Powers Act (Attorney General)
University Expropriation Powers Act (Colleges & Universities)
University of Guelph Act, 1964 (Colleges & Universities)
University of Ottawa Act, 1965 (Colleges & Universities)

University of Toronto Act, 1971 (Colleges & Universities)
University of Waterloo Act, 1972 (Colleges & Universities)
University of Western Ontario Act, 1976 (Colleges & Universities)
University of Windsor Act, 1962-63 (Colleges & Universities)
Upholstered and Stuffed Articles Act (Consumer & Commercial Relations)
Urban Transportation Development Corporation Act, 1980 (Transportation & Communications)
Vacant Land Cultivation Act (Intergovernmental Affairs)
Variation of Trusts Act (Attorney General)
Vendors and Purchasers Act (Attorney General)
Venereal Diseases Prevention Act (Health)
Veterinarians Act (Agriculture & Food)
Vexations Proceedings Act (Attorney General)
Vicious Dogs Act (Attorney General)
Village of Point Edward Act, 1972 (Intergovernmental Affairs)
Vital Statistics Act (Consumer & Commercial Relations)
Vocational Rehabilitation Services Act (Community & Social Serv)
Wages Act (Attorney General)
War Veterans Burial Act (Health)
Warehouse Receipts Act (Attorney General)
Warehousemen's Lien Act (Attorney General)
Waterloo Electrical Service Areas Act, 1977 (Energy)
Weed Control Act (Agriculture & Food)
Welfare Units Act (Community & Social Serv)
Wharfs and Harbours Act (Intergovernmental Affairs)
Wharfs and Harbours Act (Intergovernmental Affairs)
Wild Rice Harvesting Act (Natural Resources)
Wilderness Areas Act (Natural Resources)
Wilfrid Laurier University Act, 1973 (Colleges & Universities)
Windsor Board of Education and Teachers Dispute Act, 1976 (Education)
Wine Content Act, 1976 (Consumer & Commercial Relations)
Woodlands Improvement Act (Natural Resources)
Woodmen's Employment Act (Natural Resources)
Woodmen's Lien for Wages Act (Natural Resources)
Wool Marketing Act, 1974 (Agriculture & Food)
Workmen's Compensation Act (Labour)
Workmen's Compensation Insurance Act (Labour)
York Municipal Hydro-Electric Service Act, 1978 (Energy)
York University Act, 1965 (Colleges & Universities)

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